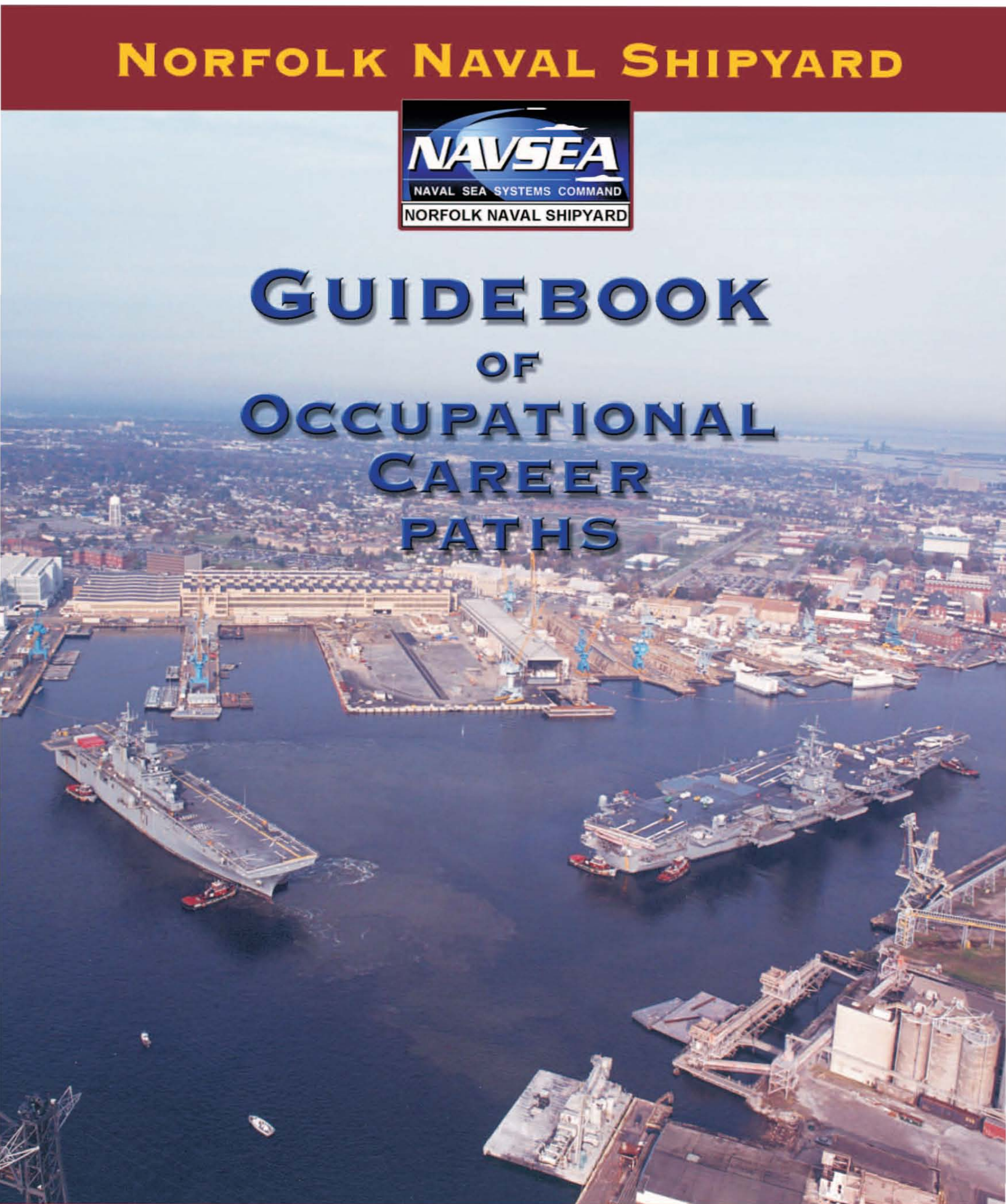


NORFOLK NAVAL SHIPYARD



GUIDEBOOK OF OCCUPATIONAL CAREER PATHS



ANY SHIP, ANY TIME, ANY WHERE

**Guidebook
of
Occupational
Career Paths**

**at
Norfolk Naval Shipyard**

Revised 2008

TABLE OF CONTENTS

| | <u>Page</u> |
|---|-------------|
| I. Introduction | ii |
| II. Changing Careers | ii |
| III. Training and Education | iii |
| IV. Career Counseling | iii |
| IV. Impact of Technology | iv |
| V. USA Jobs | iv |
| VI. How to Use This Guide | v |
| VII. Alphabetical Listing of Occupational Career Paths & Series for Federal Wage System Jobs Located at the Norfolk Naval Shipyard | 1 |
| VIII. Alphabetical Listing of Occupational Career Paths & Series for General Schedule Jobs Located at the Norfolk Naval Shipyard | 65 |
| IX. Appendices | |
| A. Group Coverage Qualification Standard for Administrative & Management Positions | 118 |
| B. Group Coverage Qualification Standard for Clerical & Administrative Support Positions | 122 |
| C. Group Coverage Qualification Standard for Professional & Scientific Positions | 126 |
| D. Group Coverage Qualification Standard for Technical & Medical Support Positions | 130 |
| E. Resources/References | 134 |
| F. Glossary | 135 |
| G. Potential Career Path Illustration for Machinist | 142 |
| H. Career Paths Index | 143 |

INTRODUCTION

The Norfolk Naval Shipyard Career Paths Guidebook provides employees with a consolidated reference document that will aid in the career development planning process. Career development allows employees to strategically explore, plan, and create their future at work by designing a personal learning plan to achieve their potential and fulfill the organization's need for a vital and effective workforce. This involves continual learning, seeking new opportunities, taking risks, and finding ways to contribute to the organization in a productive and motivated fashion. This will enhance current performance and enable individuals to take advantage of future opportunities.

The combination of individual career preferences and organizational opportunities shapes the direction of an employee's career. The proficiency of an individual is a reflection of four aspects of career development: on-the-job training, formal training courses, formal education in colleges and universities, and developmental experiences/activities. Career development by an individual will contribute to improved performance. In addition, it will enhance individual potential to be assigned to other organizations within the Naval Sea Systems Command (NAVSEA). Career development cannot be directly associated with a promotion or increased pay -- there are no guarantees.

Career paths identify job progression opportunities and provide employees with assistance in pursuing their career goals. This guidebook provides the primary career paths within the Norfolk Naval Shipyard (NNSY) community. Studying these paths will lead to a better understanding of available career options and will result in more effective career planning.

The purpose of this guidebook is to provide information to employees that will be useful in developing strategies for career paths within the NNSY. It is designed to provide employees a picture of the potential that exists at NNSY for each of them to learn, grow and progress. This is not a picture that stays the same. This information will help you assume responsibility for reaching your full potential and goal as your career plans are developed. Hopefully, you will find it useful when seeking employment opportunities or information about particular jobs at NNSY by exploring viable career options. By using the resources available to you, you will develop an understanding of the knowledge, skills, abilities and experiences required for advancement within or between career paths.

CHANGING CAREERS

There are numerous employment opportunities here at NNSY, in other Federal activities and agencies, Federal jobs overseas and jobs in the private sector. If you want a change, it is your responsibility to initiate the process and to develop personal and realistic plans to achieve your career goals. Exploring career options is one of the really important activities you will undertake. It will help you to become career-minded and it will empower you to effectively use your qualifications and skills in the career options open to you.

There are several ways to change careers. One way is to go back to school and take additional courses in a whole new specialty area. Another way is to use your existing experience/skills as leverage to transfer from one career path to another. Before you do either of these, you need to:

- identify the variety of skills you have gained along the way and list them as they would apply to the newly selected career areas that interest you, so don't limit yourself to only one area;
- identify or consider personal qualities;
- identify your strengths and weaknesses;
- define your goals and plan how to achieve those goals;
- talk to others who have made career path changes or those who are already employed in the career path;
- be patient and diligently pursue the plan before making your move;
- develop a resume(s) aimed at your selected career path(s);
- learn to have effective interviews and practice responses to probable questions;
- once you get a job in your new career path, give it all you've got;
- enhance your career through lifelong learning; and
- stay curious, seize opportunities, and be flexible.

CAREER COUNSELING

Norfolk Naval Shipyard's Human Resources office (HRO) has a staff of trained specialists who are available to provide career counseling to employees seeking advice on their current or future career opportunities. Career counseling allows employees to explore options that are available to them in developing a personal plan to fulfill their desired career goals. Career counseling looks at individuals' current skills, training and education and matches them to jobs or careers for which they qualify. This process can also help employees work towards future careers outside of their current qualifications, identifying what areas they need to pursue to be eligible for these job opportunities. There are numerous employment opportunities here at NNSY, as well as in other federal activities. It is your responsibility to initiate the process to develop a realistic plan to achieve your career goals. HRO can help you with your career path by providing you with information and guidance that will empower you to effectively use your qualifications and skills in reaching your goals. If you are interested in this service, contact HRO to schedule an appointment.

TRAINING AND EDUCATION

In an effort to ensure our employees work in an environment conducive to performance excellence and to allow for personal and organizational growth, management places emphasis on training and education and their role in the shipyard's goal of developing a highly skilled workforce. To accomplish this goal, the shipyard recognizes the need for individuals to develop themselves to meet present and future demands of its work and organizational requirements.

The objectives of the shipyard's Employee Development Program are to:

- improve employee performance of current duties;
- provide a means for systematically developing employee skills to meet current and future manpower needs;
- provide opportunities for development of high-potential employees;
- provide employees with the necessary competencies to meet changes in technology, structure or equipment;
- maintain "state of the art" specialized proficiencies; and
- provide upward mobility of lower level employees.

In addition to providing training and education to meet the shipyard's mission-related duties, management encourages self-development of our workforce to meet individual career goals. Self-development requires individuals to initiate and plan their own course of action and may require them to provide the time and funding. Although training is normally funded by the shipyard, there may be times when this is not feasible. Examples include limited funding or education/training not related to one's present position. This is especially true when one is pursuing another career that is not aligned with their present position.

IMPACT OF TECHNOLOGY

Each employee must take an active approach in identifying and obtaining the skills, training, education and experience needed to enhance his/her career. Life is changing, there are many uncertainties for the future, which can be very exciting. In the past, change was more gradual and somewhat predictable. We had time to adjust. Not anymore. Change is inevitable and accelerating all the time. To be effective, employees need to be flexible and adaptable. They need a broad range of skills to adjust to changing situations.

Once reserved for scientific calculations, business applications and data management, the computer has become a key tool in almost all areas of work. The information technology age is changing the way we get information and do business. The internet provides access to a wealth of information resources. It makes it possible for us to communicate in different ways with one another. E-mail has stimulated electronic networking and eliminated, in some instances, the need for face-to-face meetings. Expanded software technology has automated hundreds of jobs throughout the agency. Employees need to be knowledgeable and proficient in the use of personal computers to stay informed about their work.

USAJOBS

USAJOBS is the official job site of the federal government. The application process is made up of two processes, where the applicant can create accounts, search, apply for jobs and get information about the federal hiring process.

The second process is application manager which allows the applicant to apply for positions, complete the assessment questionnaire related to the position being applied for and to track the status of your application.

You may visit USAJOBS Resource Center's main page where you can find additional information pertaining to information regarding USAJOBS. You will be able to find tutorials for using different areas of USAJOBS, information about Federal Employment, Applying for Federal Jobs, Job Searches, a glossary of terms to name a few items of interest. The website is:
<https://help.usajobs.gov/index/php/Main Page>

HOW TO USE THIS GUIDE

This guide provides information about possible career paths in many of the Federal Wage System (FWS) and General Schedule (GS) positions at the Norfolk Naval Shipyard. Career paths information is provided in two sections, beginning with FWS positions and followed by GS positions. Each occupational title or groupings of related occupations are listed alphabetically in the beginning of each section. For example, in the FWS section, the occupation, Pipefitter, is addressed as an individual career path. On the other hand, the Machinist and Toolmaker occupations are combined on one career path since they are related occupations. In the GS section, various Supply occupations are grouped together on one Supply career path.

Each career path includes a definition(s) of the occupational series for the position or group of positions included in the path and a list of typical positions in that occupation. For example, in the GS section, the Management and Program Analyst/Assistant career path includes both Management Analyst and Management Assistant positions. Some career paths include positions in related occupations that are typical of career progression into and from the occupation. An example in the FWS section would be those trades that typically qualify for Systems Inspector positions. These Inspector positions have been listed on those career paths and there is no separate career path for Systems Inspector positions.

In both sections, illustrations of each career path are shown in pay rate and grade level order. If you are already in a career path you can identify positions that may provide opportunity for advancement within that career path and for which you are generally eligible. While FWS employees do not typically have to follow the exact order in moving to other FWS positions, GS employees are typically limited in the number of grades they may advance to upon promotion. Assessment of how well qualified an individual is for another position on the career path is generally determined at the time of competition for promotion.

For some occupations, additional information about special qualification factors, eligibility for other types of positions and examples of movement within and between career paths is provided. If you are interested in entering a different career path, you will see the typical progression in other paths. When considering movement to a different career path, you may need to consider change to lower grade or reassignment options as well as promotion.

The following appendices have been included to assist you: a comprehensive job title listing; basic GS qualification requirements; career paths resources; and a glossary of personnel related terms.

Over time, career paths will change as new positions are established, as positions are restructured or reclassified or as positions are eliminated. This book was developed as a reference guide to help you begin exploring your career path options. If you do not find the position title you currently hold or have an interest in, it is suggested that you contact the NNSY Human Resources Office to discuss your career path opportunities.

Alphabetical Listing Of Occupational Career Paths and Series for Federal Wage System (FWS) Jobs Located at Norfolk Naval Shipyard

| <u>Job Title and Series</u> | <u>Page No.</u> |
|--|-----------------|
| Air Conditioning Equipment Mechanic (5306) | 2 |
| Boatbuilder (4717) | 4 |
| Boilermaker (3808) | 6 |
| Crane Operator (5725) | 8 |
| Electrician (2805) | 10 |
| Electronic Industrial Controls Mechanic (2606) | 12 |
| Electronic Integrated Systems Mechanic (2610) | 16 |
| Electronic Measurement Equipment Mechanic (2602) | 14 |
| Electronics Mechanic (2604) | 16 |
| Engine & Pump Operator (5419) | 18 |
| Fabric Worker (3105) | 20 |
| Flange Turner (3807) | 38 |
| Heavy Mobile Equipment Mechanic (5803) | 22 |
| High Voltage Electrician (2810) | 24 |
| Industrial Equipment Mechanic (5352) | 26 |
| Instrument Mechanic (3359) | 28 |
| Insulator (3610) | 30 |
| Lofter (5221) | 52 |
| Machinist (3414) | 32 |
| Marine Machinery Mechanic (5334) | 34 |
| Materials Handler (6907) | 36 |
| Metal Forger (3802) | 38 |
| Metals Inspector (3801) | 40 |
| Painter (4102) | 42 |
| Pipefitter (4204) | 44 |
| Rigger (5210) | 46 |
| Sandblaster (5423) | 48 |
| Sheet Metal Mechanic (3806) | 50 |
| Shipfitter (3820) | 52 |
| Shipwright (5220) | 54 |
| Toolmaker (3416) | 32 |
| Toolroom Mechanic (4840) | 56 |
| Upholsterer (3106) | 20 |
| Welder (3703) | 58 |
| Wood Crafter (4605) | 60 |
| Wood Worker (4604) | 62 |

AIR CONDITIONING EQUIPMENT MECHANIC (5306)

This occupation includes jobs involved in repairing and modifying a variety of equipment and systems that achieve regulated climatic conditions. This work requires knowledge of the principles of air conditioning, the ability to recognize and determine the best method for correcting malfunctions, and the skill to make repairs to a variety of air conditioning and cooling unit systems.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications **or**
Refueling: current refueling qualifications and experience

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Quality Assurance GS-1910
- Training Instruction GS-1712

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager or Piping Project Zone Manager.

AIR CONDITIONING EQUIPMENT MECHANIC (5306)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL
FOREMAN/SUPERVISOR II, WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

TEMPORARY SERVICE SHOPS FOREMAN/SUPERVISOR I, WS-4701-10
AIR CONDITIONING EQUIPMENT MECHANIC FOREMAN/SUPERVISOR I, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR LEADER, WL-5301-13

PRODUCTION SHOP PLANNER (AIR CONDITIONING EQUIPMENT MECHANIC),
WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR, WG-5301-13

AIR CONDITIONING EQUIPMENT MECHANIC LEADER, WL-10

AIR CONDITIONING EQUIPMENT MECHANIC, WG-10

AIR CONDITIONING EQUIPMENT MECHANIC, WG-08



BOATBUILDER (4717)

This occupation includes jobs involved in constructing and repairing aluminum, fiberglass, and plywood hulls of small craft and vessels. Includes fitting replacement planks, ribs, keelson, deadwood and keel; caulking seams; repairing decks and topsides; replacing canvas and molding; installing deadlights, metal or wood coatings, and marine hardware; and boring shaft logs and constructing cradles to fit hulls. The work requires skill and knowledge of more than one specific trade.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Wood Crafter (4605)
- Shipwright (5220)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Production Shop Planner or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Production Shop Planner or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

BOATBUILDER (4717)

PRODUCTION SHOP PLANNER (BOATBUILDER), WD-06

BOATBUILDER LEADER, WL-10

BOATBUILDER, WG-10

BOATBUILDER, WG-08



BOILERMAKER (3808)

This occupation includes jobs involved in the modification, fabrication, repair, assembly, and installation of boilers, tanks, condensers, uptakes, stacks, other pressure vessels, and similar structures of heavy gauge metal plate.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**

Non-nuclear: experience not requiring nuclear qualifications

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Mechanical Project Zone Manager.

BOILERMAKER (3808)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

BOILERMAKER FOREMAN/SUPERVISOR I, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

SHIPS STRUCTURAL REPAIR INSPECTOR LEADER, WL-3801-13

PRODUCTION SHOP PLANNER (BOILERMAKER), WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

SHIPS STRUCTURAL REPAIR INSPECTOR, WG-3801-13

BOILERMAKER LEADER, WL-10

BOILERMAKER, WG-10

BOILERMAKING WORKER, WG-08



CRANE OPERATOR (5725)

This occupation includes jobs involved in the operation of cranes to lift, transport, and position materials; to dig and move earth or other materials; to drive pilings; or to destroy obsolete structures. Cranes use attachments such as hooks, clamshell buckets, orange peel buckets, dragline buckets, magnets, piledrivers, demolition hammers, and other special material handling devices.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Crane/Rigging Shop Resource Manager.

CRANE OPERATOR (5725)

CRANE OPERATOR FOREMAN/SUPERVISOR I, WS-11

CRANE OPERATOR LEADER, WL-12

CRANE OPERATOR, WG-12

CRANE OPERATOR, WG-11

CRANE OPERATOR, WG-09

CRANE OPERATOR, WG-07



ELECTRICIAN (2805)

This occupation includes jobs involved in the installation, maintenance, troubleshooting, and repair of electrical wiring systems and associated fixtures, controls, and equipment in industrial, institutional, office, and residential buildings, and on ships. These jobs require knowledge and application of electrical principles, materials, and safety standards.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

| | |
|--------------------------------|---|
| <u>Nuclear:</u> | current nuclear qualifications and experience or |
| <u>Non-nuclear:</u> | experience not requiring nuclear qualifications or |
| <u>Refueling:</u> | current refueling qualifications and experience or |
| <u>Weight Handling:</u> | weight handling equipment maintenance experience |

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Electrical/Electronics Project Zone Manager or Services Project Zone Manager.

ELECTRICIAN (2805)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR ELECTRICAL/ELECTRONICS SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

ELECTRICIAN FOREMAN/SUPERVISOR I, WS-10

TEMPORARY SERVICE SHOPS FOREMAN/SUPERVISOR I, WS-4701-10

NUCLEAR ELECTRICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-14

SHIPS ELECTRICAL SYSTEMS INSPECTOR LEADER, WL-13

PRODUCTION SHOP PLANNER (ELECTRICIAN), WD-06

NUCLEAR ELECTRICAL SYSTEMS INSPECTOR (SHIPS), WG-15

SHIPS ELECTRICAL SYSTEMS INSPECTOR, WG-13

ELECTRICIAN LEADER, WL-10

ELECTRICIAN, WG-10

ELECTRICIAL WORKER, WG-08



ELECTRONIC INDUSTRIAL CONTROLS MECHANIC (2606)

This occupation includes jobs involved in the installation, troubleshooting, repair, and calibration of electronic controls and indicating and recording systems used on industrial machinery or engines, or in aircraft engine and similar test facilities. Characteristically, this work requires knowledge of electronics theory and circuits as applicable to power, timing, motion control, indicating devices, program timing controls, and pulse and counting mechanisms, as well as a knowledge of industrial equipment operation and process control.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Electrician (2805)
- Electronic Measurement Equipment Mechanic (2602)
- Electronics Mechanic (2604)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Electronics Technician GS-856
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Mechanical Shop Production Manager.

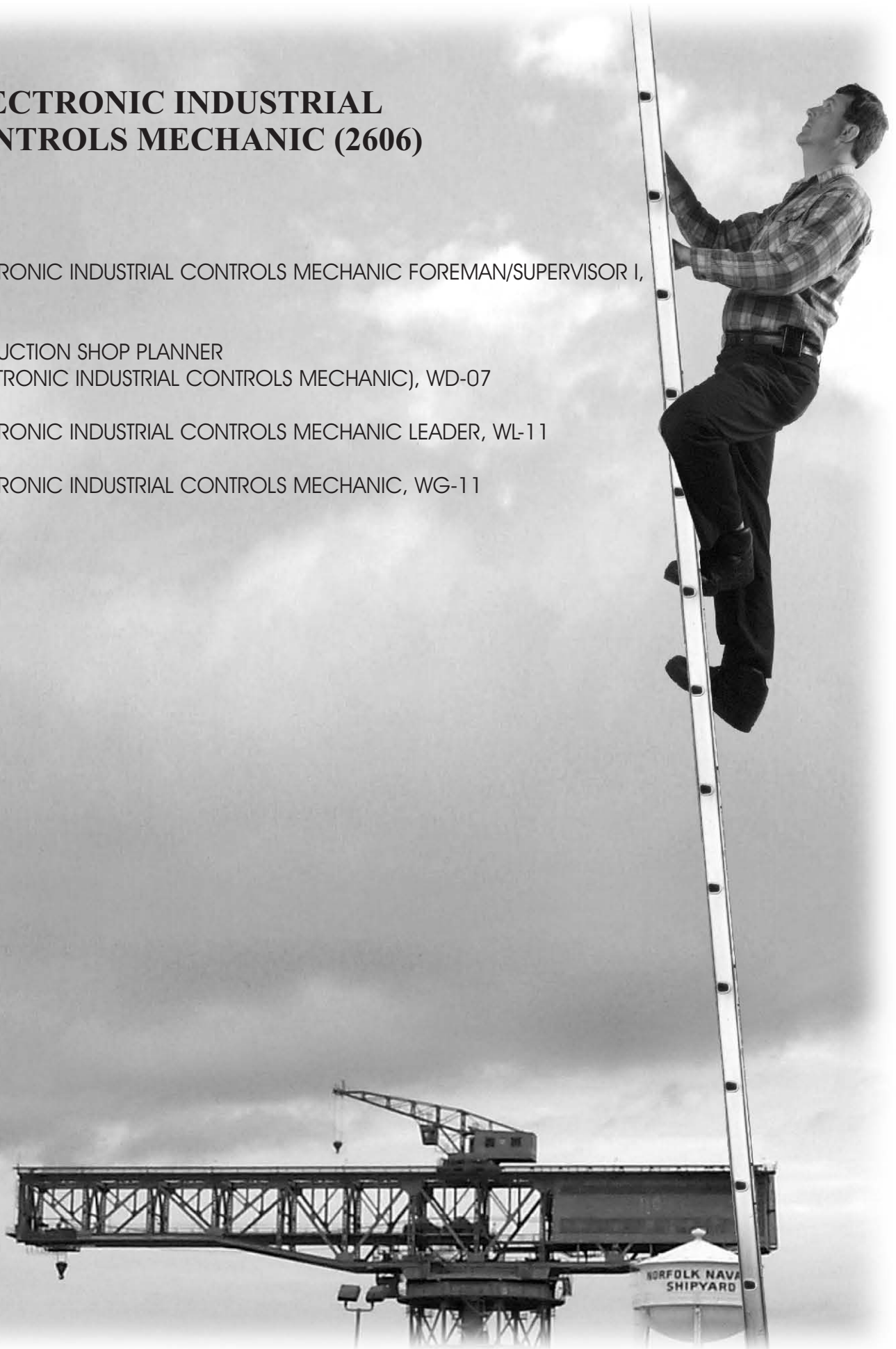
ELECTRONIC INDUSTRIAL CONTROLS MECHANIC (2606)

ELECTRONIC INDUSTRIAL CONTROLS MECHANIC FOREMAN/SUPERVISOR I,
WS-11

PRODUCTION SHOP PLANNER
(ELECTRONIC INDUSTRIAL CONTROLS MECHANIC), WD-07

ELECTRONIC INDUSTRIAL CONTROLS MECHANIC LEADER, WL-11

ELECTRONIC INDUSTRIAL CONTROLS MECHANIC, WG-11



ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC (2602)

This occupation includes jobs involved in maintenance, repair, calibration, and certification of electronic test, measurement, and reference equipment used for precise measurement of a variety of electrical and electronic values, quantities, and relationships such as voltage, resistance, capacitance, frequency, and inductance. This equipment is also used to maintain and assure the functional accuracy and operational precision of industrial, experimental, airborne, marine, and ground electronic systems and equipment. This work requires a working knowledge and practical application of electronic principles and the ability to perform precise measurement of electrical and electronic values, quantities, and relationships. The work also requires skill in performing such processes as troubleshooting, repairing, modifying, overhauling, testing, installing, and calibrating a variety of measurement equipment, instruments, and consoles.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience (Radiac) **or**
Calibration: calibration laboratory qualifications/certification

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Electrician (2805)
- Electronics Mechanic (2604)
- Electronic Industrial Controls Mechanic (2606)
- Electronic Integrated Systems Mechanic (2610)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Electronics Technician GS-856
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Electrical/Electronics Project Zone Manager.

ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC (2602)

ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC
FOREMAN/SUPERVISOR I, WS-12

ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC LEADER, WL-12

ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC, WG-12

ELECTRONIC MEASUREMENT EQUIPMENT MECHANIC, WG-11



ELECTRONICS MECHANIC (2604)

This occupation includes jobs involved in the assembly, fabrication, overhaul, installation, maintenance, and repair of various fixed, semifixed, ground, airborne, and marine electronic equipment such as radar, radio, cryptographic, sonar, navigational aids, and related devices. This work requires knowledge of the practical application of operating electronic principles, the ability to determine malfunctions, and the skill to perform proper maintenance and repairs to a variety of electronic equipment.

ELECTRONIC INTEGRATED SYSTEMS MECHANIC (2610)

This occupation includes jobs involved in rebuilding, overhauling, installing, troubleshooting, repairing, modifying, calibrating, aligning, and maintaining integrated electronics, i.e., where the output of a number of sensor subsystems is integrated in a logic subsystem and the resultant used to modify the operation of the total system. Examples are: fire control, flight/landing control, bombing-navigation, and electronic warfare or multiple integrated electronic systems composed of several of these systems which are closely interrelated and interdependent. This work requires knowledge of electronics principles involved in a number of applications such as radar, data processing, and data displays as well as mechanical and hydraulic knowledge involved in operation of equipment such as control valves, gyros, turrets and mounts, and mechanical computing devices.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

OTHER QUALIFICATIONS

The Electronics Mechanic positions at WG-12, WL-12 and WS-12 require Cryptographic qualifications. These positions also have a requirement to obtain and maintain a Top Secret Clearance.

INSPECTOR POSITIONS

Some positions require nuclear experience.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Electrician (2805)
- Electronic Measurement Equipment Mechanic (2602)
- Electronic Industrial Controls Mechanic (2606)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Electronics Technician GS-856
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Electrical/Electronics Project Zone Manager.

ELECTRONICS MECHANIC (2604) AND ELECTRONIC INTEGRATED SYSTEMS MECHANIC (2610)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR ELECTRICAL/ELECTRONICS SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-2805-14

ELECTRONICS MECHANIC FOREMAN/SUPERVISOR I, WS-12
SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

ELECTRONICS MECHANIC FOREMAN/SUPERVISOR I, WS-11

NUCLEAR ELECTRICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-2805-14

PRODUCTION SHOP PLANNER (ELECTRONICS MECHANIC), WD-07

SHIPS ELECTRICAL SYSTEMS INSPECTOR, LEADER, WL-2805-13

ELECTRONIC INTEGRATED SYSTEMS MECHANIC LEADER, WL-2610-13

NUCLEAR ELECTRICAL SYSTEMS INSPECTOR (SHIPS), WG-2805-15

ELECTRONICS MECHANIC LEADER, WL-12

ELECTRONICS MECHANIC LEADER, WL-11

SHIPS ELECTRICAL SYSTEMS INSPECTOR, WG-2805-13
ELECTRONIC INTEGRATED SYSTEMS MECHANIC, WG-2610-13

ELECTRONICS MECHANIC, WG-12

ELECTRONICS MECHANIC, WG-11

ELECTRONICS WORKER, WG-08



ENGINE & PUMP OPERATOR (5419)

This occupation includes jobs involved in operating and maintaining stationary diesel and gas engines and mechanical equipment such as compressors, generators, motors, turbines, steam engines, fans, and pumps used in buildings and industrial processes. Includes observing meters and gauges to determine operating condition of equipment, and making adjustments or minor repairs necessary to insure efficient performance.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

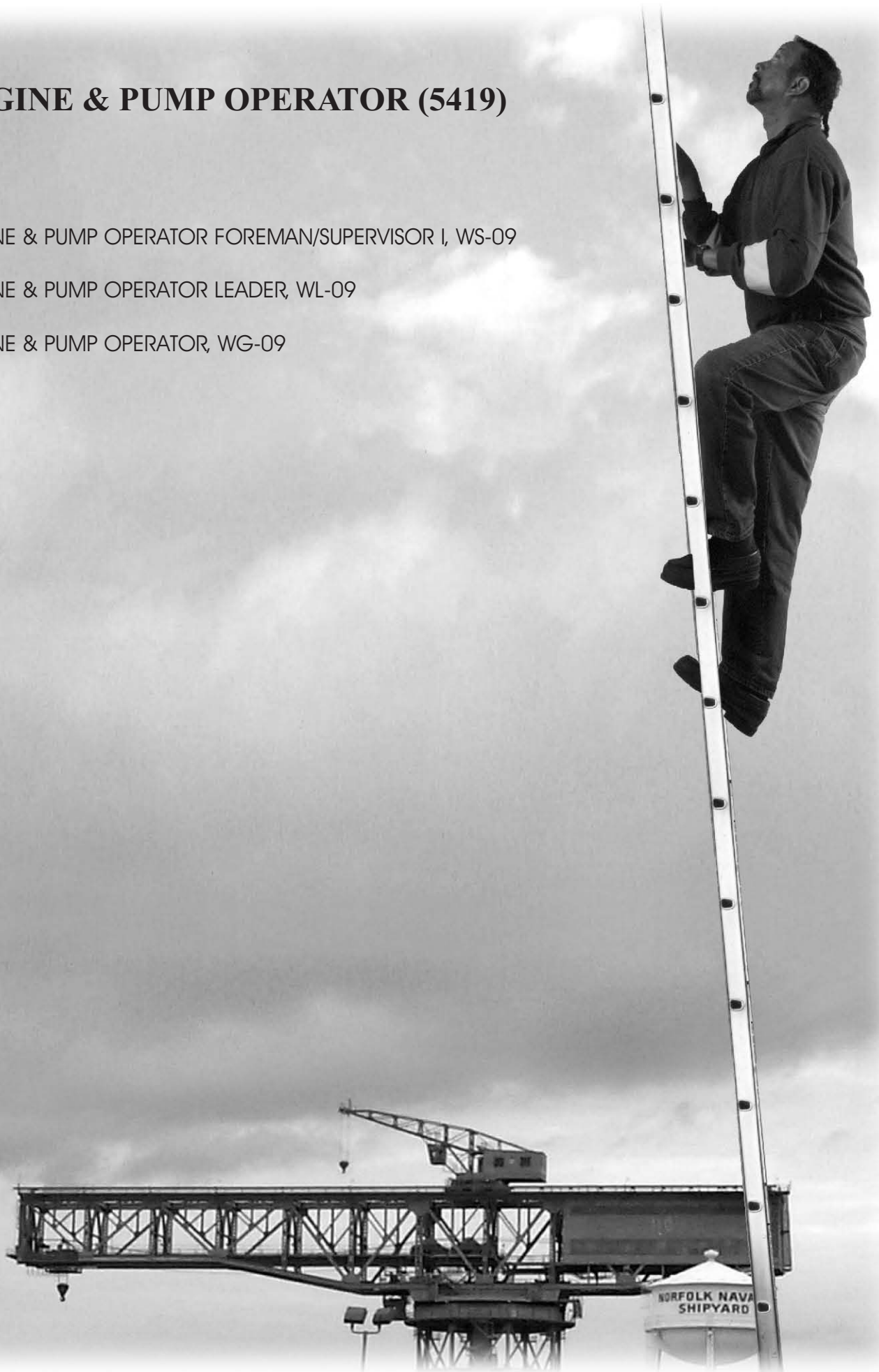
For example: Engine & Pump Operators may move to Leader or Supervisor I or an Engine & Pump Operator Leader may move to GS-1910-09 Quality Assurance Specialist and then to Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

ENGINE & PUMP OPERATOR (5419)

ENGINE & PUMP OPERATOR FOREMAN/SUPERVISOR I, WS-09

ENGINE & PUMP OPERATOR LEADER, WL-09

ENGINE & PUMP OPERATOR, WG-09



FABRIC WORKER (3105)

This occupation includes jobs involved in making, modifying, altering, and repairing fabric equipment, clothing, and other articles such as awnings, tents, containments, gun covers, sleeping bags, mattresses, parachutes, belts, carrying cases, flags, bed linens, protective clothing, work clothes, dress clothes, suits, coats, and uniforms. Fabrics include wool, cotton, linen, canvas, nylon, polyester, rayon, acetate, acrylic, olefin, saran, metallic fabrics, fabrics made of rubber yarn or plastic filaments, leather, felt, fiberglass, vinyl, and other similar materials. Fabric work involves taking measurements; making patterns and layouts; marking, cutting, fitting, and sewing or cementing parts together, using hand or power tools and equipment; and knowledge of fabric and construction methods.

UPHOLSTERER (3106)

This occupation includes jobs involved in repairing and replacing upholstery, including fabrics, springs, webbing, filling, and padding on items such as furniture, seats, and structural framework in houses, rooms, offices, aircraft, ships, boats, railroad cars, automobiles, trucks, buses, and other vehicles or equipment. Upholstering work involves taking measurements, making patterns and layouts, cutting fabrics, fitting and joining cover pieces, and installing and fastening upholstery materials in place, using hand or power tools and equipment and knowledge of fabrics and upholstery methods.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

FABRIC WORKER (3105) AND UPHOLSTERER (3106)

FABRIC WORKER FOREMAN/SUPERVISOR I, WS-09

PRODUCTION SHOP PLANNER (FABRIC WORKER), WD-05

FABRIC WORKER LEADER, WL-09

UPHOLSTERER, WG-09

FABRIC WORKER, WG-09

FABRIC WORKER, WG-07



HEAVY MOBILE EQUIPMENT MECHANIC (5803)

This occupation includes jobs involved in the repair and modification of combustion powered heavy duty vehicles and heavy mobile equipment such as bulldozers, road graders, crawler tractors, power shovels, locomotives, combat tanks, cranes, large transporters, and fire trucks which have utility systems or special hydraulic, pneumatic, or mechanical systems, features, and controls which are designed for construction, combat, earth moving, ship loading, firefighting, and comparable heavy duty, industrial or special applications. The repair of major systems (such as engine, transmission, driveline, and hydraulic utility systems) is included whether accomplished as part of or apart from repair of the total or complete heavy mobile equipment involved. The work requires knowledge of how heavy duty engines, hydraulic systems, transmissions, and other parts and systems work. It requires ability to detect faulty items, determine causes of malfunction, and determine best repair methods. It requires skill to assemble, disassemble, repair, or modify components and systems.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Crane/Weight Handling: crane/weight handling equipment maintenance experience

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Maintenance Zone Manager.

HEAVY MOBILE EQUIPMENT MECHANIC (5803)

HEAVY MOBILE EQUIPMENT MECHANIC FOREMAN/SUPERVISOR I, WS-11

HEAVY MOBILE EQUIPMENT MECHANIC LEADER, WL-11

HEAVY MOBILE EQUIPMENT MECHANIC, WG-11

HEAVY MOBILE EQUIPMENT MECHANIC, WG-10

HEAVY MOBILE EQUIPMENT REPAIRER, WG-08



HIGH VOLTAGE ELECTRICIAN (2810)

This occupation includes jobs involved in installation, test, repair, and maintenance of electric power plant and/or overhead and underground primary electrical distribution systems. These jobs require knowledge and application of electrical and electronic principles, procedures, materials, and safety standards governing work on electrical systems above 600 volts.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Electrician (2805)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

HIGH VOLTAGE ELECTRICIAN (2810)

TEMPORARY SERVICE SHOPS FOREMAN/SUPERVISOR I, WS-4701-10

HIGH VOLTAGE ELECTRICIAN LEADER, WL-10

HIGH VOLTAGE ELECTRICIAN, WG-10



INDUSTRIAL EQUIPMENT MECHANIC (5352)

This occupation includes jobs involved in dismantling, repairing, aligning, overhauling, and installing general nonproduction industrial plant machinery, equipment, and systems such as bridge cranes, towveyor/conveyor and pneumatic tube systems, sandblasting machines, and other industrial waste and flood control equipment such as compressors, pumps, and valves; and engraving machines, aircraft test block equipment, and fire extinguishing systems. The work requires a practical knowledge of the mechanical, hydraulic, and pneumatic systems and components of diverse industrial plant support machinery and equipment, and other equipment that control industrial waste and provide service to establishments such as industrial plants, machine tool repair shops, and hospitals. This includes detailed knowledge of the operating characteristics of the involved systems and equipment, and the applicable installation and repair procedures, methods, and trade practices.

QUALIFICATION INFORMATION

You can progress through either the industrial equipment mechanic path or, if applicable, the path reflecting another skilled trade background (e.g., machinist, marine machinery mechanic, pipefitter). See the career path for the specific trade.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

INDUSTRIAL EQUIPMENT MECHANIC (5352)

INDUSTRIAL EQUIPMENT MECHANIC FOREMAN/SUPERVISOR I, WS-10

INDUSTRIAL EQUIPMENT MECHANIC LEADER, WL-10

INDUSTRIAL EQUIPMENT MECHANIC, WG-10



INSTRUMENT MECHANIC (3359)

This occupation includes jobs involved in troubleshooting, repairing, overhauling, modifying, testing, calibrating, and installing mechanical, electrical, electronic, and/or pneumatic instruments, electronic components and assemblies, test equipment, and functionally related assemblies, automated equipment, timekeeping instruments, and controls related to the operation of industrial, power generation, airborne, marine, and precision measurement equipment and systems. The work includes the repair, maintenance, and calibration of precision measurement instruments and standards such as flow stands, test consoles, recorders, analyzers, converters, and other general and special purpose test equipment. The work requires knowledge and application of mechanical, electrical, and electronic principles, procedures, and materials; knowledge of the pneumatic and hydraulic mechanisms used to convert pressure and flow into measurable units; and knowledge of the basic operating principles of electronics.

QUALIFICATION INFORMATION

Positions in this path may require electrical, electro-mechanical, or mechanical experience. You can progress through either the instrument mechanic path or, if applicable, the path reflecting another skilled trade background (e.g., electrician, electronics mechanic, machinist, marine machinery mechanic). See the career path for the specific trade.

Some positions in this path require calibration laboratory qualifications/certification.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Mechanical Project Zone Manager.

INSTRUMENT MECHANIC (3359)

INSTRUMENT MECHANIC/FOREMAN/SUPERVISOR I, WS-11

INSTRUMENT MECHANIC LEADER, WL-11

INSTRUMENT MECHANIC, WG-11



INSULATOR (3610)

This occupation includes jobs involved in fabrication and installation of insulating materials on tanks, boilers, turbines, pumps, pipes, valves, ducts, and other structures to reduce heat loss or absorption, prevent moisture condensation, or reduce sound levels. This work requires knowledge of insulating materials and their insulating properties and the ability to lay out, form, and install a variety of insulating materials on regular and irregular shaped objects.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Piping Project Zone Manager.

INSULATOR (3610)

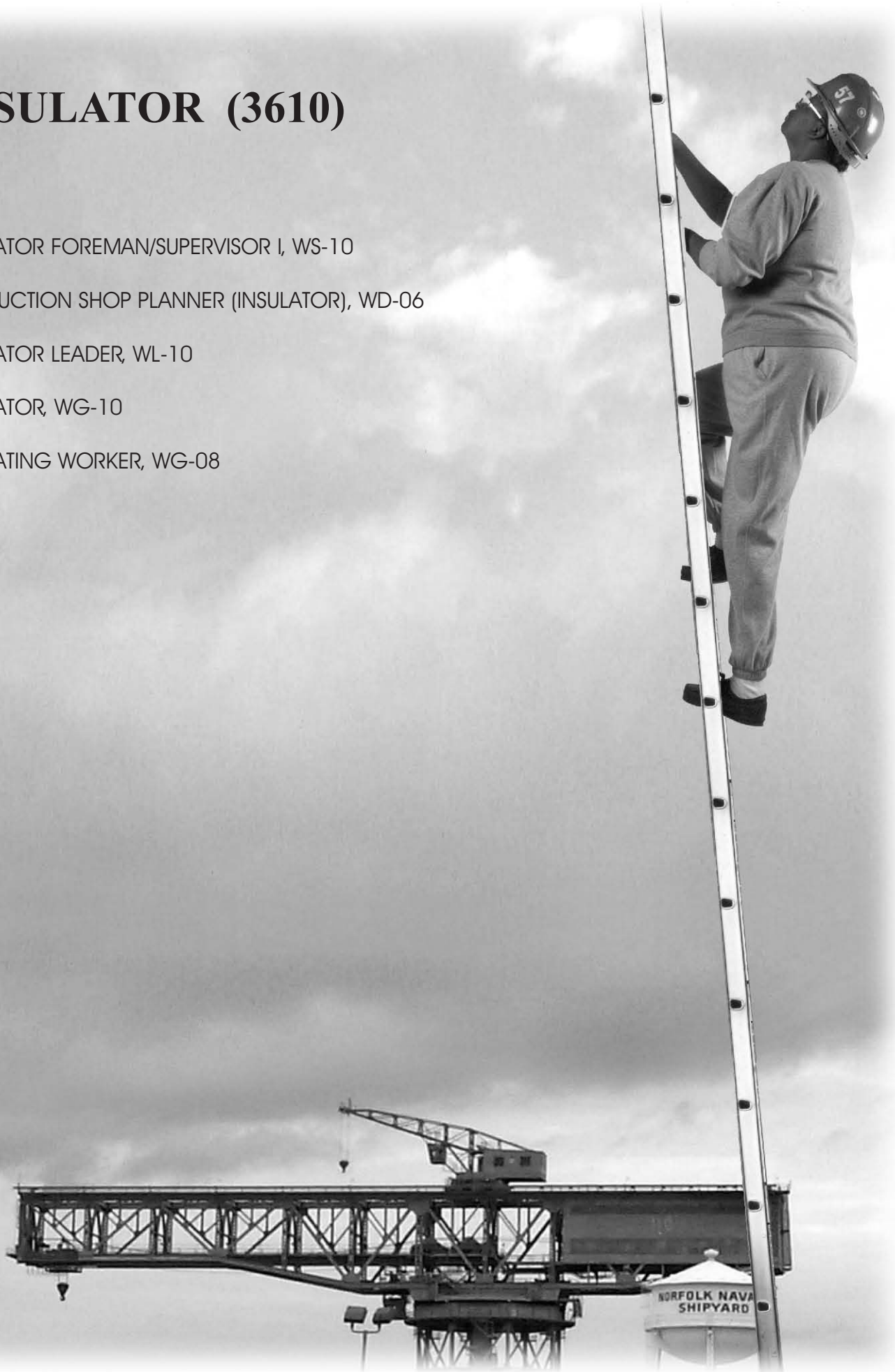
INSULATOR FOREMAN/SUPERVISOR I, WS-10

PRODUCTION SHOP PLANNER (INSULATOR), WD-06

INSULATOR LEADER, WL-10

INSULATOR, WG-10

INSULATING WORKER, WG-08



MACHINIST (3414)

This occupation includes jobs involved in the manufacture of parts and items of equipment from castings, forgings, and other raw stocks made of various metals, metal alloys, and other materials, and/or machining operations required in the repair of such items. The work requires the use of various types of conventional and/or computer numerical control (CNC) machine tools and their attachments to perform machining operations in the repair and/or manufacture of parts from raw stock; knowledge of the makeup of blueprints and drawings and the skill necessary to interpret them; and skill in working from other types of specifications such as sketches, models of parts to be manufactured, or work orders. The work performed by machine tool operators requires basic knowledge of machining processes and skill in performing machining operations such as boring, drilling, planing, milling, and turning on milling machines, radial, or multiple spindle drill presses, shapers, planers, lathes, or equivalent types of conventional and/or CNC machine tools. The work performed by machinists requires skill in the initial planning of necessary work sequences, laying out reference points and lines to be followed in the machining processes, planning for and setting up the work in the machine, sometimes programming the cutter path, selecting and shaping metal cutting tools and inserts, operating all types of machine tools, and performing precision handwork to fit, finish, and assemble machined parts and equipment.

TOOLMAKER (3416)

This occupation includes jobs involved in the fabrication, manufacture, calibration, reconditioning, and repair of machine tools, jigs, fixtures, dies, punches, and gauges used in the manufacture, overhaul, and repair of equipment.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

INSPECTOR POSITIONS

Some positions require nuclear experience.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Instrument Mechanic (3359)
- Industrial Equipment Mechanic (5352)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Mechanical Project Zone Manager.

MACHINIST (3414) AND TOOLMAKER (3416)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

TOOLMAKER FOREMAN/SUPERVISOR I, WS-13

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

PRODUCTION SHOP PLANNER (TOOLMAKER), WD-09

MACHINIST FOREMAN/SUPERVISOR, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

TOOLMAKER LEADER, WL-13

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR LEADER, WL-5301-13

PRODUCTION SHOP PLANNER (MACHINIST), WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

DIE SINKER, WG-3428-14

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR, WG-5301-13

TOOLMAKER, WG-13

MACHINIST LEADER, WL-10

MACHINIST/MACHINIST (N/C PROGRAMMING), WG-11

MACHINIST, WG-10

MACHINE TOOL OPERATOR, WG-08



MARINE MACHINERY MECHANIC (5334)

This occupation includes jobs involved in dismantling, repairing, relocating, modifying, maintaining, aligning, overhauling, and installing a wide variety of marine machinery, equipment, and systems such as propulsion machinery, lifeboat davits, anchor handling gear, and missile tube equipment that are located aboard submarines, ships, and other floating craft. The work requires a practical knowledge of the mechanical, hydraulic, and pneumatic systems and components of diverse marine machinery and their attachments. This includes detailed knowledge of the operating characteristics of the involved machinery, equipment, and systems, their functional relationships, and the applicable installation and repair procedures, methods, and trade practices.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications **or**
Refueling: current refueling qualifications and experience **or**
Subsafe: submarine experience

INSPECTOR POSITIONS

Some positions require nuclear experience.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Industrial Equipment Mechanic (5352)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Mechanical Project Zone Manager.

MARINE MACHINERY MECHANIC (5334)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

MARINE MACHINERY MECHANIC FOREMAN/SUPERVISOR I, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WG-4701-15

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR LEADER, WL-5301-13

PRODUCTION SHOP PLANNER (MARINE MACHINERY MECHANIC), WD-06

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR, WG-5301-13

MARINE MACHINERY MECHANIC LEADER, WL-10

MARINE MACHINERY MECHANIC, WG-10

MARINE MACHINERY REPAIRER, WG-08



MATERIALS HANDLER (6907)

This occupation includes jobs involved in receiving, storing, assembling for issue or shipment, and shipping a variety of bin and bulk supplies, materials, and equipment. Performance of the work requires a knowledge of the methods used in processing material into and out of the supply system, including the methods used in tallying types and quantities of items against receiving and shipping documents; skill in palletizing, stacking, and otherwise placing and arranging items in storage locations in consideration of their size, shape, weight, quantity, type, stock number, letter and number codes, and other storage factors; and an understanding of procedures to be followed in removing from a storage and assembling for shipment or issue quantities, units of issue, and types of items shown in issue requests. Such jobs are located in freight terminals, mechanized and non-mechanized warehouses, open storage areas, and other similar operations.

GENERAL EQUIPMENT INSPECTOR (6901)

This position is responsible for inspecting nuclear related and controlled materials. This involves the receipt, inspection, storage, inventory, excessing and scrapping of materials in accordance with supply system instructions and special guidelines.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Supply Technician GS-2005

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path.

For example: Materials Handler may move to Materials Handler Leader.

MATERIALS HANDLER (6907)

MATERIALS HANDLER LEADER, WL-06

GENERAL EQUIPMENT INSPECTOR, WG-6901-07

MATERIALS HANDLER, WG-06



METAL FORGER (3802)

This occupation includes jobs involved in the process of forging metal into desired shapes by compressing between a hammer or ram and an anvil in forging machines such as drop hammers, forging presses, coining presses, forging rolls, and upsetters. The work includes setting up, adjusting, operating, and making minor repairs to the forging machines, and the application of heat treating processes such as annealing, tempering, and hardening.

FLANGE TURNER (3807)

A flange turner flanges, shapes, joggles and straightens all types/sizes of hot/cold metal plates and pieces, which are used in the repair and overhaul of ship structures. The work includes use of gas ovens, heating torches, power bending machines, presses and special tools. The work requires knowledge of the properties of various types of metals and how to bend, shape, form and assemble metal components.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Shipfitter (3820)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Structural Project Zone Manager.

METAL FORGER (3802) AND FLANGE TURNER (3807)

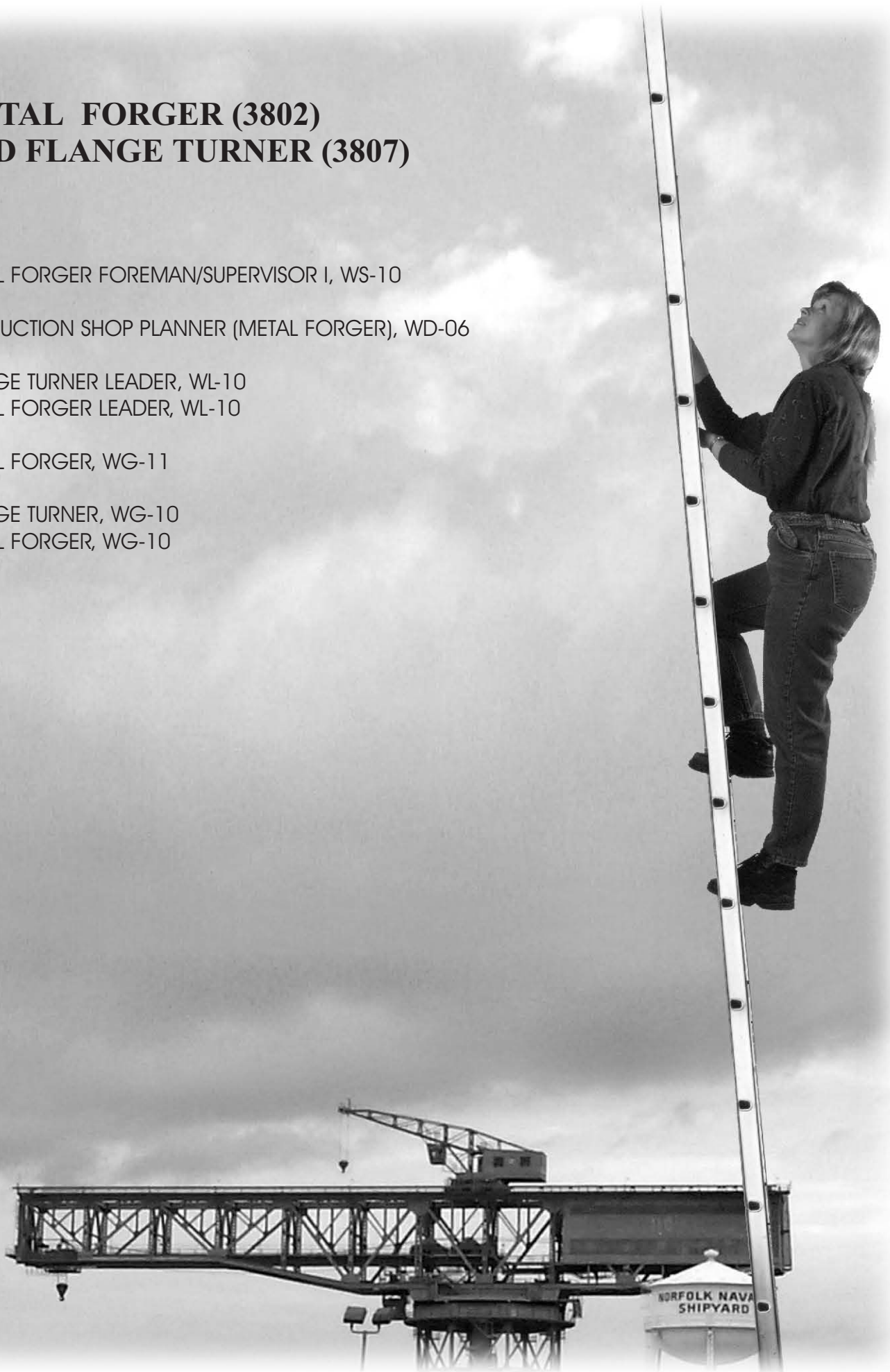
METAL FORGER FOREMAN/SUPERVISOR I, WS-10

PRODUCTION SHOP PLANNER (METAL FORGER), WD-06

FLANGE TURNER LEADER, WL-10
METAL FORGER LEADER, WL-10

METAL FORGER, WG-11

FLANGE TURNER, WG-10
METAL FORGER, WG-10



METALS INSPECTOR (3801)

This occupation involves performance of various nondestructive tests and inspections on a wide variety of metal components in support of ship systems and equipment alteration and overhaul work. The work requires knowledge of various test methods, equipment and instruments, ability to set up and calculate all parameters for inspections, ability to conduct testing and ability to report test results. Types of typical inspections include Eddy Current, Liquid Penetrant, Magnetic Particle, Radiographic and Ultrasonic, and may be performed on ships, in production shops or in permanent facilities.

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A Metals Inspector may move to trade Leader or trade Supervisor I, or to Systems Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist.

METALS INSPECTOR (3801)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

METALS INSPECTOR GENERAL FOREMAN/SUPERVISOR II, WS-14
SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

METALS INSPECTOR FOREMAN/SUPERVISOR I, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

SHIPS STRUCTURAL REPAIR INSPECTOR LEADER, WL-3801-13

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

METALS INSPECTOR LEADER, WL-11

SHIPS STRUCTURAL REPAIR INSPECTOR, WG-3801-13

METALS INSPECTOR, WG-11



PAINTER (4102)

This occupation includes jobs involved in applying coating materials (for example, paint, varnish, lacquer, shellac, epoxy resin, and teflon) on wood, metal, glass, synthetic, concrete, and other surfaces. This coating work is done with brushes, rollers, spray guns, and other related methods and techniques, and is performed on the inside and outside of buildings, aircraft, vessels, mobile equipment, fittings, furnishings, machinery, and other surfaces.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

PAINTER (4102)

PAINTER FOREMAN/SUPERVISOR I, WS-09

PRODUCTION SHOP PLANNER (PAINTER), WD-05

PAINTER LEADER, WL-09

PAINTER, WG-09

PAINTING WORKER, WG-07



PIPEFITTER (4204)

This occupation includes jobs involved in the installation, maintenance, and repair of high-temperature water and high-pressure piping systems such as hydraulic, nitrogen, oxygen, steamheating, and steam-generating systems.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications **or**
Refueling: current refueling qualifications and experience

INSPECTOR POSITIONS

Some positions require nuclear experience.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Industrial Equipment Mechanic (5352)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Piping Project Zone Manager or Services Project Zone Manager.

PIPEFITTER (4204)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

PIPEFITTER FOREMAN/SUPERVISOR I, WS-10
TEMPORARY SERVICE SHOPS FOREMAN/SUPERVISOR I, WS-4701-10

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR LEADER, WL-5301-13

PRODUCTION SHOP PLANNER (PIPEFITTER), WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

SHIPS MECHANICAL & PIPING SYSTEMS INSPECTOR, WG-5301-13

PIPEFITTER LEADER, WL-10

PIPEFITTER, WG-11

PIPEFITTER, WG-10

PIPEFITTING WORKER, WG-08



RIGGER (5210)

This occupation includes jobs involved in the selection, installation, and use of cables, ropes, chains, and other weight handling gear to lift, move, and position heavy loads; and the assembly, repair, and installation of standing and running rigging used to support, secure, or operate equipment, machinery, and other items. This work requires a knowledge of rigging practices and weight handling techniques; the ability to plan and select the appropriate gear; and the skill to assemble, repair, and install rigging on a variety of objects.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications **or**
Refueling: current refueling qualifications and experience **or**
Diving: current diving qualifications and experience

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Crane/Rigging Shop Resource Manager or Services Project Zone Manager.

RIGGER (5210)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

RIGGER FOREMAN/SUPERVISOR I, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

RIGGER LEADER, WL-10

RIGGER, WG-10

RIGGING WORKER, WG-08



SANDBLASTER (5423)

This occupation includes jobs involved in setting up, operating and performing preventive maintenance on complete stationary and portable sandblasting equipment and machines used for cleaning metal and nonmetal surfaces. The work requires knowledge of the operating and preventive maintenance features of sandblasting equipment and machines, cleaning characteristics of metals and nonmetals, cutting or abrasive quality of a wide variety of sandlike abrasives, and the optimum air pressures with specific abrasives to obtain the desired finish without damage to work pieces. The work requires the skill to position and hold work pieces and blasting nozzles, and carry out blasting operations and procedures in a safe manner.

SANDBLASTER (5423)

SANDBLASTER LEADER, WL-07

SANDBLASTER, WG-07



SHEET METAL MECHANIC (3806)

This occupation includes jobs involved in the fabrication, modification, repair, assembly, and installation of sheet metal parts, items, and assemblies. Metals include but are not restricted to galvanized and black iron, aluminum and aluminum alloys, stainless steel, copper, and brass sheets, lead alloys, and bronze. Sheet metal has no specific thickness. Metals one-fourth inch thick or less are usually considered to be sheet metal.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications **or**
Refueling: current refueling qualifications and experience

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Structural Project Zone Manager or Services Project Zone Manager.

SHEET METAL MECHANIC (3806)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

SHEET METAL MECHANIC FOREMAN/SUPERVISOR I, WS-10
TEMPORARY SERVICE SHOP FOREMAN/SUPERVISOR I, WS-4701-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

SHIPS STRUCTURAL REPAIR INSPECTOR LEADER, WL-3801-13

PRODUCTION SHOP PLANNER (SHEET METAL MECHANIC), WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

SHIPS STRUCTURAL REPAIR INSPECTOR, WG-3801-13

SHEET METAL MECHANIC LEADER, WL-11

SHEET METAL MECHANIC LEADER, WL-10

SHEET METAL MECHANIC, WG-11

SHEET METAL MECHANIC, WG-10

SHEET METAL WORKER, WG-08



SHIPFITTER (3820)

This occupation includes jobs involved in the modification, fabrication, repair, assembly, and installation of various metal structural parts of ships and other vessels. The work requires knowledge of shipfitting equipment, structures, and metals; skill in laying out, cutting, and shaping of metal parts; and ability to position, align, and secure parts and subassemblies on ships and other vessels.

LOFTER (5221)

This occupation includes jobs involved in laying out the lines of a ship and its parts to scale on the mold loft floor and developing and making full-size wooden or paper templates or molds to conform to these layouts.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**

Non-nuclear: experience not requiring nuclear qualifications

INSPECTOR POSITIONS

Some positions require nuclear experience.

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Metal Forger (3802)
- Flange Turner (3807)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Structural Project Zone Manager.

SHIPFITTER (3820) AND LOFTER (5221)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

SHIPFITTER FOREMAN/SUPERVISOR I, WS-10

LOFTER LEADER, WL-14

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

SHIPS STRUCTURAL REPAIR INSPECTOR LEADER, WL-3801-13

PRODUCTION SHOP PLANNER (SHIPFITTER), WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

LOFTER, WG-14

SHIPS STRUCTURAL REPAIR INSPECTOR, WG-3801-13

SHIPFITTER LEADER, WL-10

SHIPFITTER, WG-10

SHIPFITTING WORKER, WG-08



SHIPWRIGHT (5220)

This occupation includes jobs involved in the dry-docking of marine craft and in the maintenance of marine dry-docking equipment. The work involves aligning ships over blocks during dry-docking operations; building and positioning blocks, cradles, shoring and other support structures for ships in dry-docks; and building staging around and aboard ships. The work requires using transits to sight and establish reference points on ships and on dry-docks, to align ships, and to establish center lines, water lines and other references for other trades. Must be able to operate wood working shop machinery to build and repair keel blocks, bilge blocks, cradles and other support structures.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications **or**
Refueling: current refueling qualifications and experience

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Wood Crafter (4605)
- Boatbuilder (4717)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

SHIPWRIGHT (5220)

SHIPWRIGHT FOREMAN/SUPERVISOR I, WS-10

PRODUCTION SHOP PLANNER (SHIPWRIGHT), WD-06

SHIPWRIGHT LEADER, WL-10

SHIPWRIGHT, WG-10

SHIPWRIGHT WORKER, WG-08



TOOLROOM MECHANIC (4840)

This occupation includes jobs involved in maintaining, adjusting, sharpening, and repairing a variety of tools, safety equipment, and portable power equipment such as pipe wrenches, acetylene cutting torches, pneumatic hammers, hydraulic rivet guns, portable pumps, high-pressure airless spray guns, hand-held electric power tools, grinders, drills, cutters, chisels, picks, axes, shovels, mowing equipment, etc., that are issued from shop toolroom and equipment areas to production and maintenance workers.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Mechanical Production Shop Manager.

TOOLROOM MECHANIC (4840)

TOOLROOM MECHANIC FOREMAN/SUPERVISOR I, WS-09

TOOLROOM MECHANIC LEADER, WL-09

TOOLROOM MECHANIC, WG-09



WELDER (3703)

This occupation includes jobs involved in welding metals and alloys. The work requires a knowledge of electric, gas, and other welding processes such as electron beam welding, and the skill to apply these processes in manufacturing, repairing, modifying, rebuilding, and assembling various types of metal and alloy parts, equipment, systems, and structures such as buildings, aircraft, and ships.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

INSPECTOR POSITIONS

Some positions require nuclear experience.

GENERAL SCHEDULE POSITIONS

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Engineering Technician GS-802
- Production Control GS-1152
- Physical Science Technician GS-1311
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or to Inspector and then to trade Supervisor I or Inspector Supervisor I; or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Structural Project Zone Manager.

WELDER (3703)

NUCLEAR SHIPBUILDING INSPECTOR GENERAL FOREMAN/SUPERVISOR II,
WS-4701-18

SHIPS NUCLEAR FLUID MECHANICAL SYSTEMS INSPECTOR
FOREMAN/SUPERVISOR I, WS-4701-14

SHIPS SYSTEMS INSPECTOR FOREMAN/SUPERVISOR I, WS-4701-12

WELDER FOREMAN/SUPERVISOR I, WS-10

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS) LEADER, WL-4701-14

SHIPS STRUCTURAL REPAIR INSPECTOR LEADER, WL-3801-13

PRODUCTION SHOP PLANNER (WELDER), WD-06

NUCLEAR MECHANICAL SYSTEMS INSPECTOR (SHIPS), WG-4701-15

SHIPS STRUCTURAL REPAIR INSPECTOR, WG-3801-13

WELDER LEADER, WL-11

WELDER LEADER, WL-10

WELDER, WG-11

WELDER, WG-10



WOOD CRAFTER (4605)

This occupation includes jobs involved in making and repairing high-grade wooden items such as fine cabinetry and furniture. The work involves shaping and contouring surfaces; precise, intricate joining and decorating; skilled use of the full range of woodworking tools, machines, and techniques; and application of extensive knowledge of the appearance, durability, strength, and machining characteristics of a wide range of wood and wood substitutes.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS

Some positions require one of the following, which would normally be listed on vacancy announcements:

Nuclear: current nuclear qualifications and experience **or**
Non-nuclear: experience not requiring nuclear qualifications

OTHER FEDERAL WAGE SYSTEM/GENERAL SCHEDULE POSITIONS

Also eligible for the following Federal Wage System positions:

- Boatbuilder (4717)
- Shipwright (5220)

Experience gained in this career path may be qualifying for some General Schedule positions, including, but not limited to, positions in the following series:

- Production Control GS-1152
- General Facilities and Equipment GS-1601
- Training Instruction GS-1712
- Quality Assurance GS-1910

NOTE

An employee is not locked into the order of progression of the grade levels shown for this career path. An employee may move between jobs/series shown for this career path in addition to the other Wage Grade and/or General Schedule jobs/series listed above.

For example: A journeyman mechanic may move to trade Leader or trade Supervisor I or a trade Leader may move to GS-1910-09 Quality Assurance Specialist and then to trade Supervisor I or GS-1910-11 Quality Assurance Specialist or GS-1601-11 Services Project Zone Manager.

WOOD CRAFTER (4605)

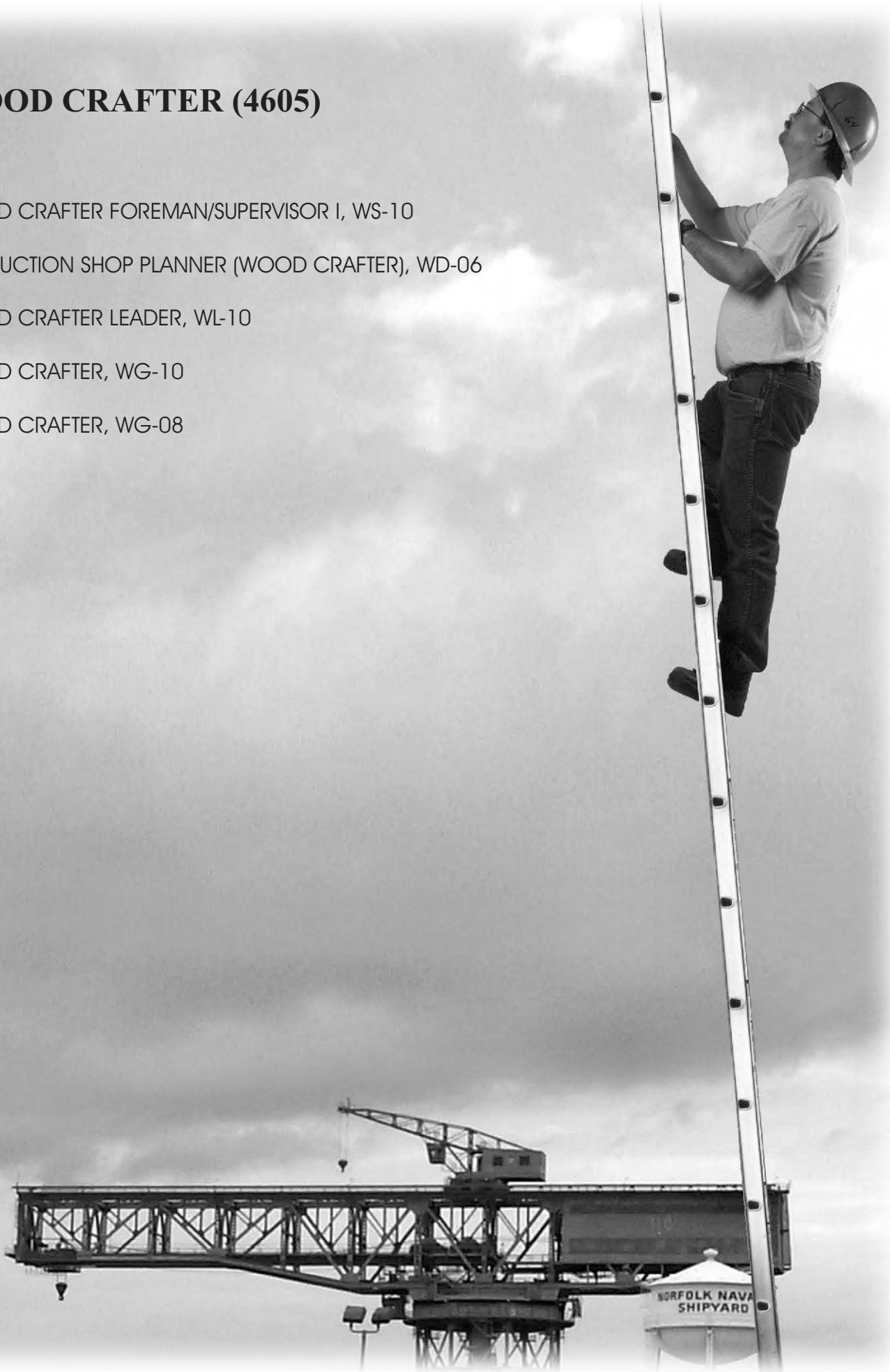
WOOD CRAFTER FOREMAN/SUPERVISOR I, WS-10

PRODUCTION SHOP PLANNER (WOOD CRAFTER), WD-06

WOOD CRAFTER LEADER, WL-10

WOOD CRAFTER, WG-10

WOOD CRAFTER, WG-08



WOOD WORKER (4604)

This occupation includes jobs involved in making, installing, and repairing supply, shipping, materials handling, and storage items such as boxes, crates, pallets, gates, dividers, and storage bins from wood and wood substitutes. This work requires skill in using hand and powered tools and machines to measure, cut, install, and fasten wooden parts, and knowledge and ability to follow, select, or adapt patterns, templates, and procedures to make, disassemble, install, and repair wooden items. Work also involves constructing, placing and installing wooden blocks, wedges, bracing structures and other staying devices for securing items for storage or shipment.

OTHER FEDERAL WAGE SYSTEM POSITIONS

Also eligible for the following Federal Wage System positions:

- Wood Crafter (4605)

WOOD WORKER (4604)

WOOD WORKER FOREMAN/SUPERVISOR I, WS-08

WOOD WORKER (BLOCKER & BRACER), WG-08



Alphabetical Listing Of Occupational Career Paths and Series for General Schedule (GS) Jobs Located at Norfolk Naval Shipyard

| <u>Job Title and Series</u> | <u>Page No.</u> |
|---|-----------------|
| Accountant (0510) | 66 |
| Accounting Technician (0525)..... | 68 |
| Administrative Officer (0341) | 70 |
| Administrative Support Assistant / Office Resources Assistant (0303)..... | 72 |
| Audiovisual Production (1071)..... | 74 |
| Budget & Financial Positions (0501, 0503, 0505, 0560, 0561)..... | 76 |
| Chemist (1320)..... | 78 |
| Computer Positions (0335, 2210) | 80 |
| Engineering Technician (Various)..... | 82 |
| Environmental Protection (0028, 0029)..... | 84 |
| Equipment Specialist (1670)..... | 86 |
| General Facilities & Equipment / Superintendent/Manager (1601) | 88 |
| Health Physicist (1306)..... | 90 |
| Library Technician (1411)..... | 92 |
| Logistics Management Specialist (0346)..... | 94 |
| Management & Program Analyst/Assistant (0343, 0344)..... | 96 |
| Physical Science Technician (1311)..... | 98 |
| Production Controller (1152)..... | 100 |
| Professional Engineer (Various) | 102 |
| Public Affairs Specialist (1035)..... | 104 |
| Quality Assurance Specialist (1910)..... | 106 |
| Safety & Occupational Health Specialist (0018)..... | 108 |
| Secretary (0318)..... | 110 |
| Security Specialist (0080) | 112 |
| Supply (2001, 2003, 2005, 2030)..... | 114 |
| Training Positions (1702, 1712)..... | 116 |

ACCOUNTING SERIES (0510)

This series includes all positions in which the duties are to advise on or administer, supervise, or perform professional accounting work relating to the financial activities of governmental, quasi-governmental, or private sector organizations. The work includes the design, development, operation, or inspection of accounting systems; the prescription of accounting standards, policies, and requirements; the examination, analysis, and interpretation of accounting data, records, or reports; or the provision of accounting or financial management advice and assistance to management.

ACCOUNTANT POSITIONS:

Basic Requirements--Degree: accounting; or a degree in a related field such as business administration, finance, or public administration that included or was supplemented by 24 semester hours in accounting. The 24 hours may include up to 6 hours of credit in business law. (The term "accounting" means "accounting and/or auditing" in this standard. Similarly, "accountant" should be interpreted, generally, as "accountant and/or auditor.")

OR

Combination of education and experience--at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education, and training that provided professional accounting knowledge. The applicant's background must also include *one* of the following:

- Twenty-four semester hours in accounting or auditing courses of appropriate type and quality. This can include up to 6 hours of business law;
- A certificate as Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or
- Completion of the requirements for a degree that included substantial course work in accounting or auditing, e.g., 15 semester hours, but that does not fully satisfy the 24-semester-hour requirement, provided that (a) the applicant has successfully worked at the full-performance level in accounting, auditing, or a related field, e.g., valuation engineering or financial institution examining; (b) a panel of at least two higher level professional accountants or auditors has determined that the applicant has demonstrated a good knowledge of accounting and of related and underlying fields that equals in breadth, depth, currency, and level of advancement that which is normally associated with successful completion of the 4-year course of study described above; and (c) except for literal nonconformance to the requirement of 24 semester hours in accounting, the applicant's education, training, and experience fully meet the specified requirements.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Financial Administration & Programs GS-0501
- Financial Management GS-0505
- Budget Analysis GS-0560

ACCOUNTANT (0510)

FINANCIAL MANAGER, GS-505-14

SUPERVISORY ACCOUNTANT, GS-13
SUPERVISORY STAFF ACCOUNTANT, GS-13

ACCOUNTANT, GS-12
STAFF ACCOUNTANT, GS-12
SUPERVISORY ACCOUNTANT, GS-12
SUPERVISORY STAFF ACCOUNTANT, GS-12

ACCOUNTANT, GS-11

ACCOUNTANT, GS-09

ACCOUNTANT, GS-07

ACCOUNTANT, GS-05



ACCOUNTING TECHNICIAN SERIES (0525)

This series includes account maintenance clerical and accounting technician support positions requiring a basic understanding of accounting systems, policies, and procedures in performing or supervising the examination, verification, and maintenance of accounts and accounting data. Also included are positions that perform technical audit functions, develop, or install revised accounting procedures, or perform similar quasi-professional accounting work. Positions in this series require a knowledge of existing accounting systems, standard accounting codes, classifications, and terminology; an understanding of agency accounting policies, procedures, and requirements; and the ability to apply various accounting methods, forms and techniques, but less than the broad understanding and theoretical knowledge of accounting acquired through professional education and training.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Some positions may require the following, which would normally be listed on vacancy announcements.

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Accountant GS-0510 (requires specific education)
- Financial Administration & Programs GS-0501
- Budget Analysis GS-0560

ACCOUNTING TECHNICIAN (0525)

SUPERVISORY ACCOUNTING TECHNICIAN, GS-09

LEAD ACCOUNTING TECHNICIAN, GS-07
ACCOUNTING TECHNICIAN, GS-07

ACCOUNTING TECHNICIAN, GS-06

ACCOUNTING TECHNICIAN, GS-05

ACCOUNTING TECHNICIAN, GS-04



ADMINISTRATIVE OFFICER SERIES (0341)

This series includes positions in which the employees are responsible for providing or obtaining a variety of management services essential to the direction and operation of an organization. The paramount qualifications required are extensive knowledge and understanding of management principles, practices, methods and techniques, and skill in integrating management services with the general management of an organization.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Some positions at the entry level may require the following, which would normally be listed on vacancy announcements:

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Financial Administration & Programs GS-0501
- Budget Analysis GS-0560
- Management & Program Analysis GS-0343

ADMINISTRATIVE OFFICER (0341)

ADMINISTRATIVE OFFICER, GS-14

ADMINISTRATIVE OFFICER, GS-12
SUPERVISORY ADMINISTRATIVE SERVICES SPECIALIST, GS-0301-12
MANAGEMENT ANALYST, GS-0343-12

SUPERVISORY ADMINISTRATIVE SERVICES SPECIALIST, GS-0301-11
MANAGEMENT ANALYST, GS-0343-11

ADMINISTRATIVE SERVICES SPECIALIST, GS-0301-09

ADMINISTRATIVE SUPPORT ASSISTANT, GS-0303-07
LEAD OFFICE RESOURCES ASSISTANT, GS-0303-07
MANAGEMENT ASSISTANT, GS-0344-07

MANAGEMENT ASSISTANT, GS-0344-06



MISCELLANEOUS CLERK AND ASSISTANT SERIES (0303)

This series includes positions in which the duties are to perform or supervise clerical, assistant, or technician work for which no other series is appropriate. The work requires a knowledge of the procedures and techniques involved in carrying out the work of an organization and involves application of procedures and practices within the framework of established guidelines.

Positions in this series are varied, are often one or few-of-a-kind, have differing qualifications requirements, and are titled based on the nature of the specific duties. The career path shown on the next page addresses only Administrative Support and Office Resources positions.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Some positions may require the following, which would normally be listed on vacancy announcements:

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Management & Program Assistant GS-0344
- Management & Program Analysis GS-0343
- Budget Analysis GS-0560
- Budget Clerical & Technician GS-0561

ADMINISTRATIVE SUPPORT ASSISTANT & OFFICE RESOURCES ASSISTANT (0303)

ADMINISTRATIVE OFFICER, GS-341-14

ADMINISTRATIVE OFFICER, GS-341-12
SUPERVISORY ADMINISTRATIVE SERVICES SPECIALIST, GS-301-12

SUPERVISORY ADMINISTRATIVE SERVICES SPECIALIST, GS-301-11

ADMINISTRATIVE SERVICES SPECIALIST, GS-301-09

ADMINISTRATIVE SUPPORT ASSISTANT, GS-07
LEAD OFFICE RESOURCES ASSISTANT, GS-07

ADMINISTRATIVE SUPPORT ASSISTANT, GS-06
OFFICE RESOURCES ASSISTANT, GS-6

ADMINISTRATIVE SUPPORT ASSISTANT, GS-05
OFFICE RESOURCES ASSISTANT, GS-05

OFFICE RESOURCES CLERK, GS-04



AUDIOVISUAL PRODUCTION SERIES (1071)

This series includes positions that involve supervising or performing work in the production of videotaped and live television programs; live and prerecorded radio broadcasts; motion picture films; broadcast type closed circuit teleconferences; and other similar productions, such as slide shows with sound accompaniments. The work requires the ability to plan, organize, and direct the work of writers, editors, actors, narrators, musicians, set designers, audio and lighting technicians, camera operators, and other associated technical personnel to produce, select, and arrange the actions, sounds, and visual effects required for the finished production.

AUDIOVISUAL PRODUCTION (1071)

AUDIOVISUAL PRODUCTION OFFICER, GS-13

LEAD AUDIOVISUAL PRODUCTION SPECIALIST, GS-12

AUDIOVISUAL PRODUCTION SPECIALIST, GS-11

AUDIOVISUAL PRODUCTION SPECIALIST, GS-09

AUDIOVISUAL PRODUCTION SPECIALIST, GS-07

AUDIOVISUAL PRODUCTION SPECIALIST, GS-05



BUDGET ANALYSIS SERIES (0560)

This series includes all positions the paramount duties of which are to perform, advise on, or supervise work in any of the phases or systems of budget administration in use in the Federal service, when such work also primarily requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting.

BUDGET CLERICAL AND TECHNICIAN SERIES (0561)

This series includes positions that involve performing clerical and technician work in support of budget analysis and administration when such work requires primarily knowledge of the procedures which facilitate budgeting as conducted in the Federal service. The work requires practical understanding and skill in the application of administrative rules, regulations, and procedures associated with recording, reporting, processing, and keeping track of budgetary transactions, e.g., the credit, receipt, transfer, allotment, withdrawal, obligation, or outlay of funds.

FINANCIAL MANAGEMENT ANALYST SERIES (0501)

The series covers positions that perform, supervise, or manage administrative work of a fiscal, financial management, accounting, or budgetary nature in a Comptroller organization. The work requires knowledge of the policies, precedents, goals, objectives, regulations, and guidelines of the appropriate functional area and ability to analyze financial activities and programs.

FINANCIAL TECHNICIAN SERIES (0503)

This series covers positions that perform or supervise clerical or technical work in support of accounting, auditing, budgeting, payroll, financial management or other fiscal functions carried out in a Comptroller organization. The work requires knowledge of the procedures and techniques involved in carrying out the work of an organization and involve application of procedures and practices within the framework of established guidelines.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Some positions in the budget clerical and technician series (0561) may require the following, which would normally be listed on vacancy announcements:

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs. This would be for the Budget Clerical and Technician Series, GS-0561.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Administrative Officer GS-0341
- Management and Program Analysis GS-0343

BUDGET & FINANCIAL POSITIONS

FINANCIAL MANAGER, GS-505-14

SUPERVISORY FINANCIAL MANAGEMENT ANALYST, GS-501-13

SUPERVISORY BUDGET ANALYST, GS-560-12

BUDGET ANALYST, GS-560-12

FINANCIAL MANAGEMENT ANALYST, GS-501-12

BUDGET ANALYST, GS-560-11

FINANCIAL PROGRAM ANALYST, GS-501-11

FINANCIAL MANAGEMENT ANALYST, GS-501-11

SUPERVISORY FINANCIAL TECHNICIAN, GS-503-11

BUDGET ANALYST, GS-560-09

FINANCIAL PROGRAM ANALYST, GS-501-09

FINANCIAL MANAGEMENT ANALYST, GS-501-09

SUPERVISORY FINANCIAL TECHNICIAN, GS-503-09

BUDGET ANALYST, GS-560-07

BUDGET TECHNICIAN, GS-561-07

FINANCIAL MANAGEMENT ANALYST, GS-501-07

LEAD FINANCIAL TECHNICIAN, GS-503-07

FINANCIAL TECHNICIAN, GS-503-07

FINANCIAL TECHNICIAN, GS-503-06

BUDGET ANALYST, GS-560-05

FINANCIAL MANAGEMENT ANALYST, GS-501-05

FINANCIAL TECHNICIAN, GS-503-05



CHEMISTRY SERIES (1320)

This series includes all positions involving work that requires full professional education and training in the field of chemistry. This work includes the investigation, analysis, and interpretation of the composition, molecular structure, and properties of substances, the transformations which they undergo, and the amounts of matter and energy included in these transformations. This work includes the investigation, analysis, and interpretation of the composition, physical and chemical properties, molecular structure and chemical reactions of substances; the prediction of transformation they undergo; and the amount of matter and energy included in these transformations.

CHEMIST POSITIONS:

Basic Requirements--Degree: physical sciences, life sciences, or engineering that included 30 semester hours in chemistry, supplemented by course work in mathematics through differential and integral calculus, and at least 6 semester hours of physics.

OR

Combination of education and experience--course work equivalent to a major as shown above, including at least 30 semester hours in chemistry, supplemented by mathematics through differential and integral calculus, and at least 6 semester hours of physics, plus appropriate experience or additional education.

CHEMIST (1320)

SUPERVISORY CHEMIST, GS-13

SUPERVISORY CHEMIST, GS-12
CHEMIST, GS-12

CHEMIST, GS-11

CHEMIST, GS-09

CHEMIST, GS-07

CHEMIST, GS-05



INFORMATION TECHNOLOGY SPECIALIST (2210)

The work in this series includes responsibility for analyzing, managing, supervising, or performing work necessary to plan, design, develop, acquire, document, test, implement, integrate, maintain, or modify systems for solving problems or accomplishing work processes by using computers. Positions are included in this series when the primary need is knowledge of information processing methodology/technology, computer capabilities, and processing techniques.

COMPUTER AND ASSISTANT SERIES (0335)

This series covers positions involving performance or supervision of data processing support and services functions for users of digital computer systems including such work as: (1) receiving, maintaining, and issuing data storage media for computer operations; (2) collecting and sequentially staging input media with associated program instructions for processing; (3) scheduling the use of computer time for program processing; (4) collecting, maintaining, and distributing program and systems documentation; and (5) collecting raw information, preparing flow charts, and coding in program languages; or, (6) other support functions. This work requires knowledge of external data processing sequences, controls, procedures, or user and programming languages, rather than in-depth knowledge of computer requirements or techniques associated with development and design of data processing systems.

COMPUTER POSITIONS

SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST, GS-2210-15

SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST, GS-2210-14

SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST, GS-2210-13

SUPERVISORY INFORMATION TECHNOLOGY SPECIALIST, GS-2210-12
INFORMATION TECHNOLOGY SPECIALIST, GS-2210-12

INFORMATION TECHNOLOGY SPECIALIST, GS-2210-11

INFORMATION TECHNOLOGY SPECIALIST, GS-2210-09

INFORMATION TECHNOLOGY SPECIALIST, GS-2210-07
COMPUTER ASSISTANT, GS-335-07

COMPUTER ASSISTANT, GS-335-06

INFORMATION TECHNOLOGY SPECIALIST, GS-2210-05
COMPUTER ASSISTANT, GS-335-05



ENGINEERING TECHNICIAN SERIES (0802)

This series includes technical positions that require primarily application of a practical knowledge of (1) the methods and techniques of engineering or architecture; and (2) the construction, application, properties, operations, and limitations of engineering systems, processes, structures, machinery, devices, and materials. The positions do not require professional knowledge and abilities for full performance and therefore do not require training equivalent in type and scope to that represented by the completion of a professional curriculum leading to a bachelor's degree in engineering or architecture. Excluded from this series are positions that are specifically covered by a more specialized technical series.

The titles of positions at Norfolk Naval Shipyard covered by this series (0802) include:

Civil Engineering Technician
Electrical Engineering Technician
Engineering Technician
Mechanical Engineering Technician
Naval Architecture Technician
Nuclear Engineering Technician

ELECTRONICS TECHNICIAN SERIES (0856)

This series includes positions that require (1) the knowledge of the techniques and theories characteristic of electronics such as a knowledge of basic electricity and electronic theory, algebra, and elementary physics; (2) the ability to apply that knowledge to duties involved in engineering functions such as design, development, evaluation, testing, installation and maintenance of electronic equipment; and (3) a knowledge of the capabilities, limitations, operations, design characteristics, and functional use of a variety of types and models of electronic equipment and systems. Such knowledge is related to but less than a full professional knowledge of electronics engineering.

INDUSTRIAL ENGINEERING TECHNICIAN SERIES (0895)

This series includes nonprofessional technical positions engaged in industrial engineering work. Industrial engineering technician positions are concerned primarily with planning, designing, analyzing, improving, and installing integrated work systems comprised of men, materials, and equipment, for use in producing products, rendering services, repairing equipment, or moving and storing supplies and equipment. The work typically involves studies of engineered time standards, methods engineering, layout design of work centers, control systems, materials handling, or manpower utilization. It requires a knowledge of the principles and techniques of industrial engineering and practical knowledge of pertinent industrial and related work processes, facilities, methods, and equipment.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Production Control GS-1152
- Quality Assurance GS-1910
- General Facilities and Equipment GS-1601

ENGINEERING TECHNICIAN

SUPERVISORY ENGINEERING TECHNICIAN, GS-14

SUPERVISORY ENGINEERING TECHNICIAN, GS-13
ENGINEERING TECHNICIAN, GS-13

SUPERVISORY ENGINEERING TECHNICIAN, GS-12
ENGINEERING TECHNICIAN, GS-12

ENGINEERING TECHNICIAN, GS-11

ENGINEERING TECHNICIAN, GS-10

ENGINEERING TECHNICIAN, GS-09

ENGINEERING TECHNICIAN, GS-08

ENGINEERING TECHNICIAN, GS-07

ENGINEERING TECHNICIAN, GS-06

ENGINEERING TECHNICIAN, GS-05

ENGINEERING TECHNICIAN, GS-04



ENVIRONMENTAL PROTECTION SPECIALIST SERIES (0028)

This series includes positions the duties of which involve (1) providing advice and assistance to state and local government agencies on matters relating to the development, execution, and maintenance of adequate environmental protection plans and programs, and the development and review of related grant proposals; (2) reviewing, analyzing, and recommending modifications where necessary, of plans developed by states to implement various provisions of Federal environmental standards; (3) developing and analyzing data and preparing reports relating to the responsiveness of implementation plans for state environmental protection programs, the type and level of local and regional environmental planning, and similar activities; (4) reviewing, analyzing, and coordinating preparation of, or preparing comments on environmental impact statements; (5) developing and/or analyzing proposals for new or revised environmental protection regulations and determining their impact on air, water, and land resources; and (6) conducting studies to identify environmental problems, and performing analytical work which contributes to the effectiveness of environmental plans, programs, and methods. The work requires the exercise of discretion and independent judgment in the application of knowledge of the principles, practices, and techniques of environmental planning and protection.

ENVIRONMENTAL PROTECTION ASSISTANT SERIES (0029)

This series includes positions which involve performing a variety of technical support work in connection with the operation of environmental protection programs. This work may take the form of assisting higher level environmental protection personnel in an area of assignment or it may involve independent performance of limited assignments in a prescribed segment of an environmental protection program. This work requires the ability to apply established instructions, rules, regulations, and procedures relevant to environmental protection activities.

ENVIRONMENTAL PROTECTION

SUPERVISORY ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-12

ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-11

SUPERVISORY ENVIRONMENTAL PROTECTION ASSISTANT, GS-0029-10

ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-09

ENVIRONMENTAL PROTECTION ASSISTANT, GS-0029-08

ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-07

ENVIRONMENTAL PROTECTION SPECIALIST, GS-0028-05



EQUIPMENT SPECIALIST SERIES (1670)

This series covers positions, the duties of which are to supervise or perform work involved in: (1) collecting, analyzing, interpreting, and developing specialized information about equipment; (2) providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair, or dispose of equipment; and/or (3) developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a practical knowledge of the equipment, including its design, production, operational and maintenance requirements. Such duties require the application of an intensive, practical knowledge of the characteristics, properties and uses of equipment of the type gained from technical training, education and experience in such functions as repairing, overhauling, maintaining, construction, or inspecting equipment.

EQUIPMENT SERVICES (1670)

SUPERVISORY EQUIPMENT SPECIALIST, GS-12

EQUIPMENT SPECIALIST, GS-11

EQUIPMENT SPECIALIST, GS-09

EQUIPMENT SPECIALIST (GENERAL), GS-09

EQUIPMENT SPECIALIST (SHIPS), GS-09

EQUIPMENT SPECIALIST, GS-07

EQUIPMENT SPECIALIST (GENERAL), GS-07



GENERAL FACILITIES AND EQUIPMENT SERIES (1601)

This series covers positions involving (1) a combination of work characteristic of two or more series in the Equipment, Facilities, and Services Group when no other series is appropriate for the paramount knowledge and abilities required for the position, or (2) other equipment, facilities, or services work properly classified in this group for which no other series has been established.

These positions have no specific titles or fixed specializations. Position titles are constructed to describe the type of work managed. A few examples of titles of positions at Norfolk Naval Shipyard covered by this series are:

Electrical/Electronics Shop Resource Manager
Project Superintendent
Nuclear Production Manager
Mechanical Shop Production Manager
Shipyard Production Superintendent
Structural Project Zone Manager
Service Shop Resource Manager
Pipe Shop Process Manager
Rigging Branch Manager

Positions may be supervisory or non-supervisory. Candidates must possess qualifying specialized experience.

The following is an example of moving from wage grade positions to this General Schedule (1601) series:

Marine Machinery Mechanic Foreman, WS-10 to Mechanical Shop Production Resource Manager GS-1601-11 with known promotion potential to a GS-12.

The following is an example of moving within the 1601 career path: Structural Project Zone Manager GS-1601-12 to Deputy Shipyard Production Superintendent GS-1601-13; or to Assistant Project Superintendent GS-1601-13.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Engineering Technician GS-802/856
- Production Control GS-1152
- Quality Assurance GS-1910

GENERAL FACILITIES & EQUIPMENT (1601)

MANAGER OR SUPERINTENDENT, GS-15

MANAGER OR SUPERINTENDENT, GS-14

MANAGER OR SUPERINTENDENT, GS-13

MANAGER, GS-12

MANAGER, GS-11

MANAGER, GS-09



HEALTH PHYSICS SERIES (1306)

This series includes positions that require primarily application of professional knowledge and competence in health physics, which is concerned with the protection of persons and their environment from unwarranted exposure to ionizing radiation.

Basic Requirements: Degree in natural science or engineering that included at least 30 semester hours in health physics, engineering, radiological science, chemistry, physics, biology, mathematics, and/or calculus.

OR

Combination of education and experience--courses as shown above, plus appropriate experience or other education; or certification as a health physicist by the American Board of Health Physics, plus appropriate experience and other education that provided an understanding of sciences applicable to health physics comparable to that described above.

HEALTH PHYSICIST (1306)

SUPERVISORY HEALTH PHYSICIST, GS-14

SUPERVISORY HEALTH PHYSICIST, GS-13

HEALTH PHYSICIST, GS-12

HEALTH PHYSICIST, GS-11

HEALTH PHYSICIST, GS-09

HEALTH PHYSICIST, GS-07

HEALTH PHYSICIST, GS-05



LIBRARY TECHNICIAN SERIES (1411)

This series includes all positions that primarily require a practical knowledge of the methods and techniques of library or related information work in acquiring, organizing, preserving, accessing, and/or disseminating information. Library technicians provide technical support by performing a wide variety of tasks providing direct services to the public and indirect technical services such as materials acquisition, copy cataloging, support of automated systems, or other similar work in support of library or related information programs and operations. The work requires a practical knowledge of library or related information services, tools, and methods and procedures.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Some positions may require the following, which would normally be listed on vacancy announcements:

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

LIBRARY TECHNICIAN (1411)

LIBRARY TECHNICIAN, GS-06

LIBRARY TECHNICIAN, GS-05

LIBRARY TECHNICIAN, GS-04



LOGISTICS MANAGEMENT SERIES (0346)

This series covers positions concerned with directing, developing, or performing logistics management operations that involve planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. The work involves (1) identifying the specific requirements for money, manpower, material, facilities, and services needed to support the program and (2) correlating those requirements with program plans to assure that the needed support is provided at the right time and place. Logistics work requires (1) knowledge of agency program planning, funding, and management information systems, (2) broad knowledge of the organization and functions of activities involved in providing logistical support, and (3) ability to coordinate and evaluate the efforts of functional specialists to identify specific requirements and to develop and adjust plans and schedules for the actions needed to meet each requirement on time.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Production Control GS-1152

LOGISTICS MANAGEMENT SPECIALIST (0346)

SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST, GS-13

LEAD LOGISTICS MANAGEMENT SPECIALIST, GS-12

LOGISTICS MANAGEMENT SPECIALIST, GS-11

LOGISTICS MANAGEMENT SPECIALIST, GS-09

LOGISTICS MANAGEMENT SPECIALIST, GS-07

LOGISTICS MANAGEMENT SPECIALIST, GS-05



MANAGEMENT AND PROGRAM ANALYSIS SERIES (0343)

This series includes positions which primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations or the productivity and efficiency of the management of Federal agencies or both. Positions in this series require knowledge of: the substantive nature of agency programs and activities; agency missions, policies, and objectives; management principles and processes; and the analytical and evaluative methods and techniques for assessing program development or execution and improving organizational effectiveness and efficiency. Some positions also require an understanding of basic budgetary and financial management principles and techniques as they relate to long range planning of programs and objectives. The work requires skill in: application of fact-finding and investigative techniques; oral and written communications; and development of presentations and reports.

MANAGEMENT AND PROGRAM CLERICAL AND ASSISTANCE SERIES (0344)

This series includes positions involved in supervising or performing clerical and technical work in support of management analysis and program analysis, the purposes of which are to evaluate and improve the efficiency, effectiveness, and productivity of organizations and programs. The work requires a practical knowledge of the purposes, methods, and techniques of management analysis and/or program analysis and the structures, functions, processes, objectives, products, services, resource requirements, and similar features of Government programs and organizations.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Some assistant positions may require the following, which would normally be listed on vacancy announcements:

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Administrative Officer GS-341

In addition, experience gained as an assistant may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Administrative Support Assistant GS-303
- Office Resources Assistant GS-303

MANAGEMENT & PROGRAM ANALYST/ASSISTANT

SUPERVISORY PROGRAM ANALYST, GS-343-15
MANAGEMENT ANALYSIS OFFICER, GS-343-15
MANAGEMENT & PROGRAM ANALYST, GS-343-15
PROGRAM ANALYSIS OFFICER, GS-343-15

SUPERVISORY PROGRAM ANALYST, GS-343-14
SUPERVISORY MANAGEMENT ANALYST, GS-343-14
MANAGEMENT & PROGRAM ANALYST, GS-343-14

PROGRAM ANALYST, GS-343-13
MANAGEMENT & PROGRAM ANALYST, GS-343-13

PROGRAM ANALYST, GS-343-12
MANAGEMENT ANALYST, GS-343-12
MANAGEMENT & PROGRAM ANALYST, GS-343-12

PROGRAM ANALYST, GS-343-11
MANAGEMENT ANALYST, GS-343-11

PROGRAM ANALYST, GS-343-09
MANAGEMENT ANALYST, GS-343-09

PROGRAM ANALYST, GS-343-07
MANAGEMENT ANALYST, GS-343-07
MANAGEMENT ASSISTANT, GS-344-07

MANAGEMENT ASSISTANT, GS-344-06

PROGRAM ANALYST, GS-343-05
MANAGEMENT ANALYST, GS-343-05



PHYSICAL SCIENCE TECHNICIAN SERIES (1311)

This series includes positions which involve nonprofessional technical work in the physical sciences and which are not specifically included in other series in the Physical Sciences Group. Positions in this series require a knowledge of the principles and techniques of physical science, but do not require competence equivalent to that represented by the completion of a full four-year college curriculum leading to a bachelor's degree in physical science. Positions in this series involve work in the fields of astronomy, chemistry, geology, geophysics, health physics, hydrology, metallurgy, oceanography, physics, and other physical sciences.

PHYSICAL SCIENCE TECHNICIAN (1311)

SUPERVISORY PHYSICAL SCIENCE TECHNICIAN, GS-14

SUPERVISORY PHYSICAL SCIENCE TECHNICIAN, GS-13

SUPERVISORY PHYSICAL SCIENCE TECHNICIAN, GS-12
PHYSICAL SCIENCE TECHNICIAN (INSTRUCTOR), GS-12

SUPERVISORY PHYSICAL SCIENCE TECHNICIAN, GS-11
PHYSICAL SCIENCE TECHNICIAN (INSTRUCTOR), GS-11

PHYSICAL SCIENCE TECHNICIAN, GS-10

PHYSICAL SCIENCE TECHNICIAN, GS-09

PHYSICAL SCIENCE TECHNICIAN, GS-08

PHYSICAL SCIENCE TECHNICIAN, GS-07

PHYSICAL SCIENCE TECHNICIAN, GS-06

PHYSICAL SCIENCE TECHNICIAN, GS-05



PRODUCTION CONTROL SERIES (1152)

This series includes positions involved in the supervision or performance of planning, estimating, scheduling, and expediting the use of labor, machines, and materials in specific manufacturing or remanufacturing operations that employ mechanical or automated production systems and methods in the fabrication, rebuilding, overhaul, refurbishing, or repair of any type of Government-owned, controlled, or operated equipment, systems, facilities, and supplies.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Engineering Technician GS-0802
- General Facilities & Equipment GS-1601
- Logistics Management GS-0346
- Quality Assurance GS-1910

PRODUCTION CONTROLLER (1152)

SUPERVISORY PRODUCTION CONTROLLER (SHIPS), GS-14

SUPERVISORY PRODUCTION CONTROLLER (SHIPS), GS-13

SUPERVISORY PRODUCTION CONTROLLER (SHIPS), GS-12
PRODUCTION CONTROLLER (SHIPS), GS-12

SUPERVISORY PRODUCTION CONTROLLER, GS-11
PRODUCTION CONTROLLER, GS-11
PRODUCTION CONTROLLER (SHIPS), GS-11

PRODUCTION CONTROLLER (SHIPS), GS-10

PRODUCTION CONTROLLER, GS-09
PRODUCTION CONTROLLER (SHIPS), GS-09

PRODUCTION CONTROLLER (SHIPS), GS-08

PRODUCTION CONTROLLER, GS-07
PRODUCTION CONTROLLER (SHIPS), GS-07

PRODUCTION CONTROLLER, GS-05
PRODUCTION CONTROLLER (SHIPS), GS-05



PROFESSIONAL ENGINEER

General Engineering Series (0801): The duties are to advise on, administer, supervise, or perform research or other professional and scientific work of a special or miscellaneous character not specifically classifiable in other engineering series, but involving application of knowledge of such engineering fundamentals; or work in several branches of engineering.

Safety Engineering Series (0803): Engineering work to eliminate or control hazardous conditions resulting from human error, equipment and machine operations which may lead to injury to persons and damage to property.

Materials Engineering Series (0806): Positions which are concerned primarily with the properties, processing, uses, and in-service behavior of engineering materials.

Civil Engineering Series (0810): Positions in this series have responsibility for management, supervision or performance of planning, designing, constructing, and/or maintaining structures and facilities.

Environmental Engineering Series (0819): Positions involving engineering work to protect or improve air, land, and water resources in order to provide a clean and healthful environment.

Mechanical Engineering Series (0830): Typically requires the application of thermodynamics, mechanics, and other physical, mathematical and engineering sciences to problems concerned with the production, transmission, measurement, and use of energy, especially heat and mechanical power.

Nuclear Engineering Series (0840): Concerned primarily with the engineering principles and considerations relating to the atomic nucleus and the systems, processes, and materials required for the generation, controlled release, and utilization of nuclear energy.

Electrical Engineering Series (0850): The work pertains primarily to electrical circuits, circuit elements, equipment, systems, and associated phenomena concerned with electrical energy for purposes such as motive power, heating, illumination, chemical processes, or the production of localized electric or magnetic fields.

Electronics Engineering Series (0855): The work pertains primarily to electronic circuits, circuit elements, equipment, systems, and associated phenomena concerned with electromagnetic or acoustical wave energy or electrical information for purposes such as communication, computation, sensing, control, measurement, and navigation.

Naval Architecture Series (0871): Engineering work which primarily concerns the form, strength, stability, performance, and operational characteristics of ships.

Welding Engineering Series (0894): Engineering work involving the application of welding and engineering principles to the solution of problems in the development and improvement of welding equipment and processes, the design of welding sequences, processes and welded structures and the establishment and maintenance of standards and quality controls for welding.

Industrial Engineering Series (0896): Engineering work concerned with the planning, design, analysis, improvement, and installation of integrated systems of employees, materials, and equipment to produce a product or render a service.

Basic Requirements for all positions: Degree in professional engineering. To be acceptable, the curriculum must: (1) be in a school of engineering with at least one curriculum accredited by the Accreditation Board for Engineering and Technology (ABET) as a professional engineering curriculum; or (2) include differential and integral calculus and courses (more advanced than first-year physics and chemistry) in five of the following seven areas of engineering science or physics: (a) statics, dynamics; (b) strength of materials (stress-strain relationships); (c) fluid mechanics, hydraulics; (d) thermodynamics; (e) electrical fields and circuits; (f) nature and properties of materials (relating particle and aggregate structure to properties); and (g) any other comparable area of fundamental engineering science or physics. Additional ways to meet minimum or basic requirements may be found in the Operating Manual for Qualification Standards for General Schedule Positions, which is available at www.opm.gov/qualifications.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

Management & Program Analysis, GS-0343; Engineering Technician, GS-0802; Production Control, GS-1152; Physical Science Technician, GS-1311; General Facilities & Equipment, GS-1601; Quality Assurance, GS-1910

PROFESSIONAL ENGINEER

SUPERVISORY PROFESSIONAL ENGINEER, GS-15

SUPERVISORY PROFESSIONAL ENGINEER, GS-14
PROFESSIONAL ENGINEER, GS-14

SUPERVISORY PROFESSIONAL ENGINEER, GS-13
PROFESSIONAL ENGINEER, GS-13

SUPERVISORY PROFESSIONAL ENGINEER, GS-12
PROFESSIONAL ENGINEER, GS-12

PROFESSIONAL ENGINEER, GS-11

PROFESSIONAL ENGINEER, GS-09

PROFESSIONAL ENGINEER, GS-07

PROFESSIONAL ENGINEER, GS-05



PUBLIC AFFAIRS SERIES (1035)

This series includes positions responsible for administering, supervising, or performing work involved in establishing and maintaining mutual communication between Federal agencies and the general public and various other pertinent publics including internal or external, foreign or domestic audiences. Positions in this series advise agency management on policy formulation and the potential public reaction to proposed policy, and identify and carry out the public communication requirements inherent in disseminating policy decisions. The work involves identifying communication needs and developing informational materials that inform appropriate publics of the agency's policies, programs, services and activities. It also includes planning, executing, and evaluating the effectiveness of information and communications programs in furthering agency goals. Work in the series requires skills in written and oral communications, analysis, and interpersonal relations.

PUBLIC AFFAIRS SPECIALIST (1035)

SUPERVISORY PUBLIC AFFAIRS SPECIALIST, GS-12

PUBLIC AFFAIRS SPECIALIST, GS-11

PUBLIC AFFAIRS SPECIALIST, GS-09

PUBLIC AFFAIRS SPECIALIST, GS-07
PUBLIC AFFAIRS ASSISTANT, GS-0303-07

PUBLIC AFFAIRS ASSISTANT, GS-0303-06

PUBLIC AFFAIRS SPECIALIST, GS-05
PUBLIC AFFAIRS ASSISTANT, GS-0303-05



QUALITY ASSURANCE SERIES (1910)

This series includes all positions the duties of which are to perform, administer, or advise on work concerned with assuring the quality of products acquired and used by the Federal Government. The work of this series involves: (1) the development of plans and programs for achieving and maintaining product quality throughout the item's life cycle; (2) monitoring operations to prevent the production of defects and to verify adherence to quality plans and requirements; and (3) analysis and investigation of adverse quality trends or conditions and initiation of corrective action. The duties of these positions require analytical ability combined with knowledge and application of quality assurance principles and techniques, and knowledge of pertinent product characteristics and the associated manufacturing processes and techniques.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Engineering Technician GS-802
- General Facilities & Equipment GS-1601
- Production Control GS-1152

QUALITY ASSURANCE SPECIALIST (1910)

SUPERVISORY QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-13
SUPERVISORY QUALITY ASSURANCE SPECIALIST, GS-13

SUPERVISORY QUALITY ASSURANCE SPECIALIST, GS-12
SUPERVISORY QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-12
QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-12

QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-11
QUALITY ASSURANCE SPECIALIST, GS-11

QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-09
QUALITY ASSURANCE SPECIALIST, GS-09

QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-07
QUALITY ASSURANCE SPECIALIST, GS-07

QUALITY ASSURANCE SPECIALIST (SHIPBLDG), GS-05
QUALITY ASSURANCE SPECIALIST, GS-05



SAFETY AND OCCUPATIONAL HEALTH MANAGEMENT SERIES (0018)

This series includes positions which involve the management, administration, or operation of a safety and occupational health program or performance of administrative work concerned with safety and occupational health activities and includes the development, implementation, and evaluation of related program functions. The primary objective of this work is the elimination or minimization of human injury and property and productivity losses, caused by harmful contact incidents, through the design of effective management policies, programs, or practices. Safety and occupational health management work requires application of the knowledge of: (1) the principles, standards, and techniques of safety and occupational health management; and (2) pertinent elements of engineering, physical science, ergonomics, psychology, industrial hygiene, physiology, sociology, and other scientific and technological fields, which contribute to the achievement of comprehensive safety and occupational health objectives.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

The assistant or clerical positions may require the following, which would normally be listed on vacancy announcements.

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

SAFETY & OCCUPATIONAL HEALTH SPECIALIST (0018)

SAFETY AND OCCUPATIONAL HEALTH MANAGER, GS-14

SAFETY AND OCCUPATIONAL HEALTH MANAGER, GS-13

SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, GS-12

SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, GS-11

SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, GS-09

SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, GS-07

SAFETY ASSISTANT, GS-0303-06

SAFETY AND OCCUPATIONAL HEALTH SPECIALIST, GS-05

SAFETY CLERK, GS-0303-05



SECRETARY SERIES (0318)

This series includes all positions the duties of which are to assist one individual, and in some cases the subordinate staff of that individual, by performing general office work auxiliary to the work of the organization. To be included in this series, a position must be the principal office clerical or administrative support position in the office, operating independently of any other such position in the office. The duties require a knowledge of clerical and administrative procedures and requirements; various office skills; and the ability to apply such skills in a way that increases the effectiveness of others. The duties do not require a technical or professional knowledge of a specialized subject matter area.

SPECIAL QUALIFICATIONS/SELECTIVE CERTIFICATION FACTORS:

Positions in this series require the following, which would normally be listed on vacancy announcements:

(OA) - Office Automation: Qualified typist is required. Must be able to type 40 words per minute with no more than three errors on a five-minute timing with skill and knowledge in data processing equipment, techniques and programs.

Additionally, some positions may require stenographic proficiency of either 80 or 120 words per minute dictation speed depending on the level of stenographic duties.

NOTE

Experience gained in this career path may be qualifying for other General Schedule positions, including, but not limited to positions in the following series:

- Management & Program Assistant GS-0344
- Miscellaneous Clerk & Assistant GS-0303

SECRETARY (0318)

SECRETARY, GS-09

SECRETARY, GS-07

SECRETARY, GS-06

SECRETARY, GS-05

SECRETARY, GS-04



SECURITY ADMINISTRATION SERIES (0080)

This series includes positions the primary duties of which are analytical, planning, advisory, operational, or evaluative work which has as its principal purpose the development and implementation of policies, procedures, standards, training, and methods for identifying and protecting information, personnel, property, facilities, operations, or material from unauthorized disclosure, misuse, theft, assault, vandalism, espionage, sabotage, or loss. Duties involve the management, supervision, or performance of work in: (1) developing, evaluating, maintaining, and/or operating systems, policies, devices, procedures, and methods used for safeguarding information, property, personnel, operations, and materials; and/or (2) developing and implementing policies and procedures for analyzing and evaluating the character, background, and history of employees, candidates for employment, and other persons having or proposed to be granted access to classified or other sensitive information, materials, or work sites.

SECURITY CLERICAL ASSISTANCE SERIES (0086)

This series covers positions, the primary duties of which are to supervise or perform clerical and assistant tasks in support of established security programs (e.g., personnel, physical, information, or industrial security) when such work requires, in addition to general administrative and/or clerical skills, practical knowledge of specific security objectives, programs, methods, and procedures and skills in carrying out support tasks related to security administration.

SECURITY POSITIONS

SUPERVISORY SECURITY SPECIALIST, GS-12
SECURITY SPECIALIST, GS-12

SUPERVISORY PERSONNEL SECURITY SPECIALIST, GS-11
PHYSICAL SECURITY SPECIALIST, GS-11
SECURITY SPECIALIST, GS-11

SECURITY SPECIALIST, GS-09

SECURITY SPECIALIST, GS-07
SECURITY ASSISTANT, GS-0086-07

SECURITY ASSISTANT, GS-0086-06

SECURITY SPECIALIST, GS-05
SECURITY ASSISTANT, GS-0086-05



GENERAL SUPPLY SERIES (2001)

This series includes positions involving (1) a combination of supply work covered by two or more two-grade interval series in the Supply Group when no other series is appropriate for the paramount knowledge and abilities required for the position; or (2) other analytical or administrative supply work not specifically covered by another series.

SUPPLY PROGRAM MANAGEMENT SERIES (2003)

This series includes positions that involve: (1) management, direction, or administration of a supply program that includes a mixture of technical supply functions; or (2) staff managerial, or administrative work primarily concerned with analyzing, developing, evaluating, or promoting improvements in the policies, plans, methods, procedures, systems, or techniques of a supply program.

SUPPLY CLERICAL AND TECHNICIAN SERIES (2005)

This series includes positions involved in supervising or performing clerical or technical supply support work necessary to ensure the effective operation of ongoing supply activities. It requires knowledge of supply operations and program requirements and the ability to apply established supply policies, day-to-day servicing techniques, regulations, or procedures.

DISTRIBUTION FACILITIES AND STORAGE MANAGEMENT SERIES (2030)

This series includes positions that involve analytical or managerial work concerned with receiving, handling, storing, maintaining while in storage, issuing, or physically controlling items within a storage and distribution system. Positions covered by this series require, as their primary qualification, knowledge of the principles, practices, and techniques of managing the physical receipt, custody, care, and distribution of material, including the selection of appropriate storage sites, material handling equipment, and facilities.

NOTE

Radioactive Material Specialist positions require knowledge and experience in the specialized field of radioactive material operations.

SUPPLY

SUPERVISORY RADIOACTIVE MATERIAL SPECIALIST, GS-2001-13
SUPPLY MANAGEMENT OFFICER, GS-2003-13

SUPERVISORY GENERAL SUPPLY SPECIALIST, GS-2001-12
RADIOACTIVE MATERIAL SPECIALIST, GS-2001-12
SUPERVISORY SUPPLY SYSTEMS ANALYST, GS-2003-12
SUPPLY SYSTEMS ANALYST, GS-2003-12
SUPERVISORY DISTRIBUTION FACILITIES SPECIALIST, GS-2030-12

SUPERVISORY GENERAL SUPPLY SPECIALIST, GS-2001-11
RADIOACTIVE MATERIAL SPECIALIST, GS-2001-11
SUPERVISORY SUPPLY SYSTEMS ANALYST, GS-2003-11
SUPPLY SYSTEMS ANALYST, GS-2003-11

GENERAL SUPPLY SPECIALIST, GS-2001-09
RADIOACTIVE MATERIAL SPECIALIST, GS-2001-09
SUPPLY SYSTEMS ANALYST, GS-2003-09

SUPERVISORY SUPPLY TECHNICIAN, GS-2005-08

GENERAL SUPPLY SPECIALIST, GS-2001-07
RADIOACTIVE MATERIAL SPECIALIST, GS-2001-07
SUPPLY SYSTEMS ANALYST, GS-2003-07
SUPPLY TECHNICIAN, GS-2005-07

SUPPLY TECHNICIAN, GS-2005-06

GENERAL SUPPLY SPECIALIST, GS-2001-05
RADIOACTIVE MATERIAL SPECIALIST, GS-2001-05
SUPPLY SYSTEMS ANALYST, GS-2003-05
SUPPLY TECHNICIAN, GS-2005-05



TRAINING INSTRUCTION SERIES (1712)

This series covers positions concerned with administration, supervision, training program development, evaluation, or instruction in a program of training when the paramount requirement of the work is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject-matter being taught. Positions in this series do not have either a paramount requirement of professional knowledge and training in the field of education, or mastery of a trade, craft, or laboring occupation.

EDUCATION AND TRAINING TECHNICIAN SERIES (1702)

This series covers positions that involve nonprofessional work of a technical, specialized, or support nature in the field of education and training when the work is properly classified in this group and is not covered by a more appropriate series. The work characteristically requires knowledge of program objectives, policies, procedures, or pertinent regulatory requirements affecting the particular education or training activity. Employees apply a practical understanding or specialized skills and knowledge of the particular education or training activities involved, but the work does not require full professional knowledge of education concepts, principles, techniques, and practices.

TRAINING POSITIONS

SUPERVISORY TRAINING SPECIALIST, GS-14

SUPERVISORY TRAINING SPECIALIST, GS-12

TRAINING ADMINISTRATOR, GS-12

TRAINING SPECIALIST, GS-12

TRAINING INSTRUCTOR, GS-11

TRAINING INSTRUCTOR, GS-09

TRAINING INSTRUCTOR, GS-07

TRAINING TECHNICIAN, GS-1702-07



APPENDIX A

Group Coverage Qualification Standard for Administrative and Management Positions

The text below is an excerpt from Section IV-A (pp.13-17) of the Operating Manual for Qualification Standards for General Schedule Positions [MANUAL], but contains edits and modifications for Norfolk Naval Shipyard use in this guidebook.

This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval administrative and management work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. Related individual occupational requirements are contained in Section IV-B of the [MANUAL]. Section V of the same manual identifies the occupations that have test requirements.

This standard may also be used for two-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

EDUCATION AND EXPERIENCE REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

| GRADE | EDUCATION | EXPERIENCE | |
|---|---|--|--|
| | | GENERAL | SPECIALIZED |
| GS-5 | 4-year course of study leading to a bachelor's degree | 3 years, 1 year of which was equivalent to at least GS-4 | None |
| GS-7 | 1 full year of graduate level education <i>or</i> superior academic achievement | None | 1 year equivalent to at least GS-5 |
| GS-9 | master's or equivalent graduate degree <i>or</i> 2 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.B. or J.D., if related | None | 1 year equivalent to at least GS-7 |
| GS-11 | Ph.D. or equivalent doctoral degree <i>or</i> 3 full years of progressively higher level graduate education leading to such a degree <i>or</i> LL.M., if related | None | 1 year equivalent to at least GS-9 |
| GS-12 and above | None | None | 1 year equivalent to at least next lower grade level |
| Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable. | | | |

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a two-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(p\)](#) in the "General Policies and Instructions" (Section II of the [MANUAL]) for guidance on crediting experience for positions with different lines of progression.

Undergraduate Education: Successful completion of a full 4-year course of study in any field leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements in Section IV-B that specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a particular field(s), or (2) have at least 24 semester hours of course work in the field(s) identified. Course work in fields closely related to those specified may be accepted if it clearly provides applicants with the background of knowledge and skills necessary for successful job performance. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, and abilities necessary to do the work.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience.

General Experience: For positions for which individual occupational requirements do not specify otherwise, general experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to:

1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, and abilities (KSA's) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

For some occupations or positions, applicants must have had work experience that demonstrated KSA's in addition to those identified above. Positions with more specific general experience requirements than those described here are shown in the appropriate individual occupational requirements.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Combining Education and Experience: Combinations of successfully completed post-high school education and experience may be used to meet total qualification requirements for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education required for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

- The position to be filled is a Quality Assurance Specialist, GS-1910-5. An applicant has 2 years of general experience and 45 semester hours of college that included 9 semester hours in related course work, as described in the individual occupational requirements in Section IV-B. The applicant meets 67 percent of the required experience and 38 percent of the required education. Therefore, the applicant exceeds 100 percent of the total requirement and is qualified for the position.

- The position to be filled is a Management Analyst, GS-343-9. An applicant has 6 months of specialized experience equivalent to GS-7 and 1 year of graduate level education. The applicant meets 50 percent of the required experience, but none of the required education, since he or she does not have any graduate study beyond that which is required for GS-7. Therefore, the applicant meets only 50 percent of the total requirement and is not qualified for the position. (The applicant's first year of graduate study is not qualifying for GS-9.)

USING SELECTIVE FACTORS FOR POSITIONS COVERED BY THIS STANDARD

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. For example, while the individual occupational requirements for Recreation Specialist provide for applicants to meet minimum qualifications on the basis of education or experience in any one of a number of recreational fields, a requirement for knowledge of therapeutic recreation may be needed to perform the duties of a position providing recreation services to persons with physical disabilities. If that is the case, such knowledge could be justified as a selective factor in filling the position.

OCCUPATIONAL COVERAGE

A list of the occupational series at Norfolk Naval Shipyard covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements in Section IV-B of the Operating Manual for Qualification Standards for General Schedule Positions, which is available at www.opm.gov/qualifications. Additional occupational series are also available at the same OPM website.

GS-018 Safety and Occupational Health Management*
GS-028 Environmental Protection Specialist
GS-080 Security Administration
GS-301 Miscellaneous Administration and Program*
GS-341 Administrative Officer
GS-343 Management and Program Analysis
GS-346 Logistics Management
GS-501 Financial Administration and Program
GS-505 Financial Management*
GS-560 Budget Analysis
GS-950 Paralegal Specialist
GS-1020 Illustrating*
GS-1035 Public Affairs
GS-1071 Audiovisual Production*
GS-1082 Writing and Editing
GS-1084 Visual Information*
GS-1101 General Business and Industry
GS-1640 Facility Management*
GS-1670 Equipment Specialist*
GS-1702 Education and Training Technician
GS-1712 Training Instruction*
GS-1910 Quality Assurance*
GS-2001 General Supply
GS-2003 Supply Program Management
GS-2030 Distribution Facilities and Storage Management
GS-2210 Information Technology*

APPENDIX B

Group Coverage Qualification Standard for Clerical and Administrative Support Positions

The text below is an excerpt from Section IV-A (pp.1-6) of the Operating Manual for Qualification Standards for General Schedule Positions [MANUAL], but contains edits and modifications for Norfolk Naval Shipyard use in this guidebook.

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval clerical and administrative support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. Related individual occupational requirements are contained in Section IV-B of the [MANUAL]. Section V of the same manual identifies the occupations that have test requirements.

EXPERIENCE AND EDUCATION REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

| GRADE/ POSITIONS | EXPERIENCE | | EDUCATION |
|---|--------------------------|--|---|
| | GENERAL | SPECIALIZED | |
| GS-1 All positions | None | None | None |
| GS-2 All positions | 3 months | None | High school graduation or equivalent |
| GS-3 Clerk-Steno ----- All other positions | 6 months | None | High school graduation or equivalent ----- 1 year above high school |
| GS-4 All positions | 1 year | None | 2 years above high school |
| GS-5 Clerk-Steno ----- All other positions | 2 years ----- None | None ----- 1 year equivalent to at least GS-4 | 4 years above high school (except Reporting Stenographer) |
| GS-6 and above All positions | None | 1 year equivalent to at least next lower grade level | Generally, not applicable |
| Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. Proficiency requirements are described below. | | | |

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a one-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to **E.3.(o)** in the "General Policies and Instructions" (Section II of the [MANUAL]) for guidance on crediting experience for positions with different lines of progression.

General Experience: Progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education: High school graduation or the equivalent is creditable at the GS-2 level for the occupations listed.

Successfully completed education above the high school level in any field for which high school graduation or the equivalent is the normal prerequisite is creditable at grades GS-3 through GS-5 for all positions listed. This education must have been obtained in an accredited business, secretarial or technical school, junior college, college or university. One year of full-time academic study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university, or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business, secretarial, or technical school.

As a general rule, education is not creditable above GS-5 for most positions covered by this standard; however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

Intensive Short-Term Training: Completion of an intensive, specialized course of study of less than 1 year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of *at least* 3 months duration. Such courses may have been obtained through a variety of programs such as those offered by business or technical schools, and through military training programs. To be creditable, such a course must have been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

Combining Education and Experience: Equivalent combinations of successfully completed post-high school education and experience may be used to meet total experience requirements at grades GS-5 and below for positions at Norfolk Naval Shipyard.

- For GS-3 and GS-4 level positions, determine the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determine the applicant's education as a percentage of the education required for the grade level; then add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level.

- For GS-5 level positions, only education in excess of the first 60 semester hours (i.e., beyond the second year) is creditable toward meeting the specialized experience requirement. One full academic year of study (30 semester hours) *beyond the second year* is equivalent to 6 months of specialized experience.

The following are examples of how education and experience may be combined. They are examples only, and are not all inclusive:

- The position to be filled is a Payroll Clerk, GS-4. An applicant has 8 months of qualifying experience and 20 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Editorial Assistant, GS-5. The applicant has 9 months of specialized experience and 75 semester hours of college (15 semester hours beyond the second year and the equivalent of 3 months of specialized experience). The applicant meets 75 percent of the required experience and 25 percent of the required education. The applicant meets 100 percent of the requirement for 1 year of specialized experience and is qualified for the position.

PROFICIENCY REQUIREMENTS

Clerk-Typist, Office Automation Clerk/Assistant, Clerk-Stenographer, Data Transcriber, and Positions with Parenthetical Titles of (Typing), (Office Automation), (Stenography), or (Data Transcription)

In addition to meeting experience or education requirements, applicants for these positions must show possession of the following skills, as appropriate. Applicants may meet these requirements by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management local office, or by self-certifying their proficiency. Performance test results and certificates of proficiency are acceptable for 3 years. Agencies may verify proficiency skills of self-certified applicants by administering the appropriate performance test.

- Clerk-Typist, GS-2/4; Office Automation Clerk/ Assistant (any grade); (Typing) (any grade); and (Office Automation) (any grade): 40 words per minute typing speed¹
- (Stenography) (any grade): 40 words per minute typing speed¹ *and either* 80 words per minute dictation speed² for GS-3 and GS-4 stenographic duties *or* 120 words per minute dictation speed² for GS-5 stenographic duties

NOTE: The level of proficiency for stenographic duties required by positions with parenthetical titles is based on the grade level of those duties and not necessarily on the overall grade of the position. For example, a position classified as Secretary (Stenography), GS-318-5, may require either 80 or 120 words per minute dictation speed depending upon the level of difficulty of the stenographic duties. Therefore, before filling positions of this type, first determine the grade level of the duties that require the additional skill, and then determine the skill level required.

USING SELECTIVE FACTORS FOR POSITIONS COVERED BY THIS STANDARD

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. It is unlikely, for example, that a requirement for experience with a particular brand of word processing software could be justified as a selective factor for an Office Automation Clerk position. Since knowledge of that software may be desirable, such knowledge could be appropriately used as a quality ranking factor. On the other hand, proficiency in the correct use of medical terminology may be needed immediately to perform the duties of a Medical Records Technician position to provide continuity in an agency's medical records program. If that is the case, knowledge of medical terminology could be used as a selective factor in filling the position.

¹Words per minute are based on a 5 minute sample with three or fewer errors.

²The maximum number of errors allowed in a dictation sample equals 10 percent of the required dictation speed (80 words per minute or 120 words per minute) multiplied by the number of minutes in the sample.

OCCUPATIONAL COVERAGE

A list of the occupational series at Norfolk Naval Shipyard covered by this qualification standard is provided below. Additional occupational series are available at www.opm.gov/qualifications.

GS-029 Environmental Protection Assistant
GS-086 Security Clerical and Assistance
GS-303 Miscellaneous Clerk and Assistant
GS-305 Mail and File
GS-312 Clerk-Stenographer and Reporter
GS-318 Secretary
GS-326 Office Automation Clerical and Assistance
GS-335 Computer Clerk and Assistant
GS-344 Management and Program Clerical and Assistance
GS-525 Accounting Technician
GS-561 Budget Clerical and Assistance
GS-675 Medical Records Technician
GS-1101 General Business and Industry
GS-1152 Production Control
GS-1411 Library Technician
GS-1702 Education and Training Technician
GS-2005 Supply Clerical and Technician
GS-2102 Transportation Clerk and Assistant

APPENDIX C

Group Coverage Qualification Standard for Professional and Scientific Positions

The text below is an excerpt from Section IV-A (pp.19-24) of the Operating Manual for Qualification Standards for General Schedule Positions [MANUAL], but contains edits and modifications for Naval Shipyard use in this guidebook .

This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval professional and scientific work. The specific requirements for entry into each occupation covered by this standard are described in individual occupational requirements in Section IV-B of the [MANUAL]. This same information is available through the index Web page. Subsection [E.4.\(g\)](#) of the "General Policies and Instructions" (Section II of this Manual) provides guidance on interpreting minimum educational requirements.

BASIC REQUIREMENTS FOR ALL GRADES

Applicants who meet the basic requirements described in the individual occupational requirements are fully qualified for the specified entry grade (generally grade GS-5). Applicants who wish to qualify for positions at higher grade levels (generally grade GS-7 and above) must also meet the requirements shown in the [table](#) on page IV-A-22 of the [MANUAL], in addition to meeting the basic requirements.

The individual occupational requirements typically provide at least two methods for applicants to meet the basic requirements of the occupations covered by this standard:

A. Successful completion of a full 4-year course of study in an accredited college or university leading to a bachelor's or higher degree that included a major field of study or specific course requirements generally as stated in paragraph A in the individual occupational requirements.

Where specific course requirements are not indicated in paragraph A, the number of semester hours required to constitute a major field of study is the amount specified by the college or university attended. If this number cannot be obtained, 24 semester hours will be considered as equivalent to a major field of study. The nature and quality of this required course work must have been such that it would serve as a prerequisite for more advanced study in the field or subject-matter area. Related course work generally refers to courses that may be accepted as part of the program major.

OR

B. Appropriate combination of education and experience that is typically specified in paragraph B of the individual occupational requirements. The "paragraph B" method generally requires that an applicant possess a core of educational credit, such as described in paragraph A above, plus additional education and/or experience. The method of determining the number of semester hours required to constitute a major field of study is the same as described in paragraph A.

The quality of the combination of education and experience must be sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation, and is comparable to that normally acquired through the successful completion of a full 4-year course of study with a major in the appropriate field. In addition to courses in the major and related fields, a typical college degree would have included courses that involved analysis, writing, critical thinking, research, etc. These courses would have provided an applicant with skills and abilities sufficient to perform progressively more responsible work in the occupation. Therefore, creditable experience should have demonstrated similarly appropriate skills or abilities needed to perform the work of the occupation.

The individual occupational requirements for some series make no provision for combining experience and education. Therefore, they do *not* include paragraph B provisions.

For a small number of occupations or positions covered by this standard, applicants may possess certain kinds of experience *in lieu* of education. In such cases, applicants may meet minimum qualification requirements through experience equivalent to a 4-year degree. These situations are generally described in paragraph C of the individual occupational requirements.

Applicants whose experience is used to meet the basic requirements through a paragraph B or C provision may qualify for grades above the entry level if that experience includes 1 year of specialized experience. In such cases, the specialized experience would have to be evaluated to determine if it is at the appropriate grade level in the normal line of progression.

ADDITIONAL EXPERIENCE AND EDUCATION REQUIREMENTS FOR GS-7 AND ABOVE

In addition to meeting the basic entry qualification requirements, applicants must have specialized experience and/or directly related education in the amounts shown in the table below.

| GRADE/ POSITIONS | EDUCATION | SPECIALIZED EXPERIENCE |
|--|--|--|
| GS-7 | 1 year of graduate-level education <i>or</i> superior academic achievement | 1 year equivalent to at least GS-5 |
| GS-9 | 2 years of progressively higher level graduate education leading to a master's degree <i>or</i> master's or equivalent graduate degree | 1 year equivalent to at least GS-7 |
| GS-11 | 3 years of progressively higher level graduate education leading to a Ph.D. degree <i>or</i> Ph.D. or equivalent doctoral degree | 1 year equivalent to at least GS-9 |
| GS-12 and above | | 1 year equivalent to at least next lower grade level |
| <i>Research Positions</i> | | |
| GS-11 research positions | Master's or equivalent graduate degree | 1 year equivalent to at least GS-9 |
| GS-12 research positions | Ph.D. or equivalent doctoral degree | 1 year equivalent to at least GS-11 |
| GS-13 and above research positions | | 1 year equivalent to at least next lower grade level |
| <i>NOTE:</i> Education and experience may be combined for all grade levels for which both education and experience are acceptable. | | |

While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to **E.3.(p)** in the "General Policies and Instructions" (Section II of this Manual) for guidance on crediting experience for positions with different lines of progression.

Combining Education and Experience: When combining education with experience, first determine the applicant's total qualifying education as a percentage of the education required for the grade level; then determine the applicant's experience as a percentage of the experience required for the grade level; finally, add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for that grade level. For example, an applicant for a GS-184, Sociology, position has successfully completed 60 undergraduate semester hours, including 24 semester hours in sociology, and, in addition, has 2 full-time years of appropriate experience that demonstrates that the applicant possesses the necessary analytical and communication skills. The applicant would qualify for GS-5, since the 60 semester hours (the equivalent of 2 years of undergraduate education, or 50 percent of the total requirement) were supplemented by 2 additional years of appropriate experience that provided the remaining 50 percent of the total required education and experience.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Completion of graduate level education in the amounts shown in the table, in addition to meeting the basic requirements, is qualifying for positions at grades GS-7 through GS-11, and GS-12 research positions if it provided the knowledge, skills, and abilities necessary to do the work. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that number cannot be obtained from the school, 18 semester hours should be considered an academic year of graduate study. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Combination of Graduate Education and Professional Experience: Combinations of successfully completed graduate level education and specialized experience may be used to meet total experience requirements. Only graduate level education in excess of the amount required for the next lower grade level may be combined with experience. For example, an applicant with 6 months of appropriate experience equivalent to GS-7 (50 percent of the experience requirement for GS-9) and 27 semester hours of appropriate graduate education (50 percent of the education requirement for GS-9, in excess of that required for GS-7) would be qualified for a GS-9 position (assuming that there is no evidence that the attended college or university requires more than 18 semester hours as equivalent to a year of graduate study).

USING SELECTIVE FACTORS FOR POSITIONS COVERED BY THIS STANDARD

There are a variety of situations where agencies would be warranted in limiting consideration to applicants who possess the particular qualifications required to perform the work of positions covered by this standard. For example, an agency may require specific kinds of training appropriate for filling positions concerned with scientific research and development activities, or may require specific educational courses or combinations of courses (where the individual occupational requirements permit applicants to qualify based on several combinations of educational course work) to meet other specialized agency requirements. An agency filling an international economist position may require knowledge of international economics. In this case, since applicants can qualify on the basis of education, the agency may require certain types of educational courses. Similarly, in some cases, consideration may be limited only to those applicants who possess an appropriate license, registration, or certification, if possession of such is determined to be necessary for carrying out the responsibilities of a position and/or required by statute.

OCCUPATIONAL COVERAGE

A list of the occupational series in Norfolk Naval Shipyard covered by this qualification standard is provided below. All occupational series covered by this standard have individual occupational requirements in Section IV-B of the Operating Manual for Qualification Standards for General Schedule Positions which is available at www.opm.gov/qualifications.

- GS-510 Accounting
- GS-690 Industrial Hygiene
- GS-801 General Engineering
- GS-803 Safety Engineering
- GS-806 Materials Engineering
- GS-810 Civil Engineering
- GS-819 Environmental Engineering
- GS-830 Mechanical Engineering
- GS-840 Nuclear Engineering
- GS-850 Electrical Engineering
- GS-855 Electronics Engineering
- GS-871 Naval Architecture
- GS-894 Welding Engineering
- GS-896 Industrial Engineering
- GS-1306 Health Physics
- GS-1310 Physics
- GS-1313 Geophysics
- GS-1315 Hydrology
- GS-1320 Chemistry
- GS-1321 Metallurgy
- GS-1750 Instructional Systems

APPENDIX D

Group Coverage Qualification Standard for Technical and Medical Support Positions

The text below is an excerpt from Section IV-A (pp.7-12) of the Operating Manual for Qualification Standards for General Schedule Positions [MANUAL], but contains edits and modifications for Norfolk Naval Shipyard use in this guide..

This qualification standard covers positions in the General Schedule that involve the performance of one-grade interval technical or medical support work. It contains common patterns of creditable experience and education to be used in making qualifications determinations. Related individual occupational requirements are contained in Section IV-B of the [MANUAL]. Section V of the same manual identifies the occupations that have test requirements.

This standard may also be used for one-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

EXPERIENCE AND EDUCATION REQUIREMENTS

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

| GRADE | EXPERIENCE | | EDUCATION |
|---|------------|--|---|
| | GENERAL | SPECIALIZED | |
| GS-1 | None | None | None |
| GS-2 | 3 months | None | High school graduation or equivalent |
| GS-3 | 6 months | None | 1 year above high school with course(s) related to the occupation, if required |
| GS-4 | 6 months | 6 months | 2 years above high school with courses related to the occupation, if required |
| GS-5 | None | 1 year equivalent to at least GS-4 | 4-year course of study above high school leading to a bachelor's degree with courses related to the occupation, if required |
| GS-6 and above | None | 1 year equivalent to at least next lower grade level | See the NOTE under the Education section |
| Equivalent combinations of education and experience are qualifying for all grade levels and positions for which both education and experience are acceptable. | | | |

While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to **E.3.(o)** in the "General Policies and Instructions" (Section II of the [MANUAL]) for guidance on crediting experience for positions with different lines of progression.

General Experience: (1) Any type of work that demonstrates the applicant's ability to perform the work of the position, or (2) experience that provided a familiarity with the subject matter or processes of the broad subject area of the occupation.

Specialized Experience: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

Education: High school graduation or the equivalent is qualifying for GS-2. Successfully completed post-high school education is qualifying for grades GS-3 through GS-5. This education must have been obtained in an accredited business or technical school, junior college, college or university for which high school graduation or the equivalent is the normal prerequisite. One year of full-time undergraduate study is defined as 30 semester hours, 45 quarter hours, or the equivalent in a college or university or at least 20 hours of classroom instruction per week for approximately 36 weeks in a business or technical school.

For some occupations covered by this standard, six semester hours of specific courses are included in the one year of education that meets the GS-3 requirements. The six semester hours allow for subjects that are common to a broad range of degree programs, i.e., subjects in the mathematical, physical, or biological sciences. This inclusion corresponds to the second part of the description of general experience, i.e., the subjects provide evidence of a familiarity with the subject matter or processes of the broad subject area of the occupation. At grades GS-4 and above, a portion of the education is usually directly related to the work of the position to be filled. Examples of related courses are provided in the individual occupational requirements where applicable. However, agencies may require other courses if they are considered to be more related to the position to be filled.

NOTE: Graduate education or an internship meets the specialized experience required above GS-5 *only* in those instances where it is directly related to the work of the position. One full year of graduate education meets the requirements for GS-7. Two full years of graduate education or a master's degree meets the requirements for GS-9. One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent one year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the one year of full-time study requirement. Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

Training: Completion of appropriate training such as inservice training programs, training acquired while serving in the Armed Forces, and government-sponsored developmental training programs will be allowed credit on a month-for-month basis, generally through the GS-5 level. Such training meets general or specialized experience requirements depending upon its applicability.

Completion of an intensive, specialized course of study of less than one year may meet in full the experience requirements for GS-3. Courses of this type normally require completion of up to 40 hours per week of instruction rather than the usual 20 hours per week, and are usually of *at least* three months duration. Such courses may have been obtained through a variety of programs such as those offered by technical schools and military training programs. To be creditable, such a course must have been designed specifically as career preparation for the work of the position being filled, and must have provided the applicant with the necessary knowledge, skills, and abilities to do the work.

Combining Experience and Education: Equivalent combinations of successfully completed post-high school education and experience are also qualifying. The combinations described below are those most typical for these positions, i.e., for grades GS-3 through GS-5. If education is used to meet specialized experience requirements, then such education must include courses directly related to the work of the position. (When crediting education, prorate the number of hours of related courses required as a proportion of the total education to be used.)

- For GS-3 level positions, determine the applicant's total qualifying experience as a percentage of the six months' experience required for GS-3; then determine the applicant's education as a percentage of the 1 year of education that meets the requirements for GS-3. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-3.
- For GS-4 level positions, determine the applicant's total qualifying experience as a percentage of the one year of experience required for GS-4; then determine the applicant's education as a percentage of the two years of education that meets the requirements for GS-4. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-4.
- For GS-5 level positions, only education in excess of the first 60 semester hours of a course of study leading to a bachelor's degree is creditable toward meeting the specialized experience requirements. Two full academic years of study, or 60 semester hours, *beyond the second year* is equivalent to one year of specialized experience. Determine the applicant's total qualifying experience as a percentage of the year of specialized experience required at the GS-5 level. Then determine the applicant's education as a percentage of the education that meets the requirements for GS-5. Add the two percentages. The total percentage must equal at least 100 percent to qualify an applicant for GS-5.

The following are examples of how education and experience may be combined. They are examples only, and are not all-inclusive.

- The position to be filled is a Pharmacy Aid, GS-3. An applicant has two months of experience and 20 semester hours of college. The applicant meets 33 percent of the required experience and 67 percent of the required education. The applicant meets 100 percent of the total requirements and is qualified for the position.
- The position to be filled is an Industrial Engineering Technician, GS-4. An applicant has five months of general experience and 36 semester hours of college. The applicant meets 42 percent of the required experience and 60 percent of the required education. The applicant exceeds 100 percent of the total requirements and is qualified for the position. (This example assumes that education is being used to meet the specialized experience requirements, and that at least seven of the 36 semester hours are in courses directly related to the work of the position.) Examples of such courses are provided in the individual occupational requirements for the Industrial Engineering Technician Series, GS-895, in Section IV-B of the [MANUAL].
- The position to be filled is a Recreation Assistant, GS-5. An applicant has eight months of GS-4 level specialized experience and 80 semester hours of college. The applicant meets 67 percent of the required experience and 33 percent of the required education (i.e., 20 semester hours in excess of the first 60 semester hours). The applicant meets 100 percent of the total requirements and is qualified for the position. At least eight of the 20 semester hours must be directly related to the work of the position. Examples of such courses are provided in the individual occupational requirements for the Recreation Aid and Assistant Series, GS-189, in Section IV-B of the [MANUAL].

USING SELECTIVE FACTORS FOR POSITIONS COVERED BY THIS STANDARD

Selective factors must represent knowledge, skills, or abilities that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. For example, a requirement for knowledge of microbiological laboratory techniques may be needed immediately to perform the duties of a Biological Technician position in a disease research laboratory. If that is the case, such knowledge could be justified as a selective factor in filling the position.

USING INDIVIDUAL OCCUPATIONAL REQUIREMENTS WITH THIS STANDARD

General experience requirements at the GS-2 and GS-3 levels are described in the group coverage standard so that the applicant pool at those "trainee" levels will be as generally inclusive as possible. Thus, examples of qualifying general experience are not included in the "Individual Occupational Requirements" for positions covered by this qualification standard.

Positions at GS-4 and above require specialized experience, education, or training related to the occupation. Examples of qualifying specialized experience are provided for those occupations where such information is currently available. Examples of qualifying post-high school education or training are also provided.

OCCUPATIONAL COVERAGE

A list of the occupational series at the Norfolk Naval Shipyard covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements in Section IV-B of the Operating Manual for Qualification Standards for General Schedule Positions, which is available at www.opm.gov/qualifications.

- GS-640 Health Aid and Technician*
- GS-802 Engineering Technician*
- GS-856 Electronics Technician*
- GS-895 Industrial Engineering Technician*
- GS-1311 Physical Science Technician*

APPENDIX E

RESOURCES AND REFERENCES

WEBSITES OF INTERESTS

America's Career InfoNet - www.acinet.org
Central Intelligence Agency - www.cia.gov
Defense Information Systems Agency - www.disa.mil
Defense Logistics Agency - www.hq.dla.mil
Department of Commerce - www.commerce.gov
Department of the Navy - www.hq.navy.mil
Department of Transportation - www.dot.gov
Dept of Navy, Human Resources - www.donhr.navy.mil
Environmental Protection Agency - www.epa.gov
Federal Bureau of Investigation - www.fbijobs.com
Federal Jobs Net Career Center - www.federaljobs.net
Federal World - www.fedworld.gov
Government Printing Office - www.access.gpo.gov
Military Sealift Command - www.msc.navy.mil
Norfolk Naval Shipyard - www.nnsy1.navy.mil
Office of Personnel Management - www.usajobs.opm.gov
U.S. Coast Guard - www.uscg.mil
U.S. Air Force - www.afpc.randolph.af.mil
U.S. Army - www.cpol.army.mil
U.S. Census Bureau - www.census.gov

QUALIFICATION STANDARDS FOR FEDERAL JOBS

General Schedule Positions - www.opm.gov/qualifications
Wage Grade Positions - www.opm.gov/qualifications/x-118c/index.htm

EDUCATION AND TRAINING

America's Learning Exchange - www.alx.org
Defense Information School - www.dinfos.osd.mil
Department of Education - www.ed.gov
DOD Executive Leadership Program - www.cpms.osd.mil/eldp
Federal Employee Education and Assistance Fund - www.feea.org
Graduate School, USDA Government Training - www.grad.usda.gov
National Defense University - www.ndu.edu

BOOKS

Take Charge of Your Federal Career, By Dennis V. Damp
The Book of U. S. Government Jobs, 7th edition 2/2000, By Dennis V. Damp

APPENDIX F

GLOSSARY

A

Announcement: Method of notification of a position vacancy. It indicates the position, title, pay plan, series, grade, area of consideration, brief description of requirements and how, when and where to apply. Also see definition for Inventory Announcement.

B

Best Qualified: Rating or score for a merit promotion register for those candidates who rank at the top.

Blue-Collar Position: A trade, craft or laborer-type position. Wage grade position or Federal Wage System (FWS) position is the preferred term.

C

Career Counseling: A process conducted by a counselor to assist individuals with setting and achieving career development goals. Career counseling enables individuals to address work and personal career issues. Most importantly, counseling helps clarify individual needs, interests, values and skills.

Career Ladder: A series of positions of increasing difficulty in the same line of work through which an employee may progress.

Career Paths: Identify job progression opportunities and provide employees with assistance in pursuing their career goals.

Civilian Hiring and Recruitment Tool (CHART): CHART is an integrated online suite that automates the recruitment process. It allows an applicant to create a resume, job search, apply online and view resume status 24 hours a day, 7 days a week at www.donhr.navy.mil.

Classification: Placing a position in a class to include pay category, occupational series, class title, and grade level. The classification of a position is decided by comparing the whole job with the appropriate job grading standard.

Classification Standards: A description of an occupation that serves to distinguish one class or type of position from other types of positions. The Office of Personnel Management (OPM) prepares and publishes standards for the purpose of classifying positions. The standards identify and describe those key characteristics of occupations that are significant for distinguishing different levels of work. Position classification standards cover the GS positions and Job Grading Standards cover positions under FWS.

Change To Lower Grade (CLG): Noncompetitive movement of an employee to another position for which he/she qualifies, at a lower grade than currently being held.

D

Detail: A temporary assignment of an employee to different duties or to a different position for a specified time, with the employee returning to his/her regular duties at the end of the detail. Officially the employee continues to hold the position from which detailed and keeps the same status and pay. Employees do not need to meet basic qualification standards to be detailed but must meet any positive education requirements.

E

Eligible: Any applicant for appointment or promotion who meets the minimum qualification requirements.

F

Formal Training Plan: A written career development plan for positions which are targeted to a higher grade level, designed to ensure a systematic approach to training the workforce and generally includes formal training and developmental assignments.

Federal Wage System (FWS): Coordinated wage system for employees in trades and labor occupations.

G

General Schedule System (GS): The pay system for white collar positions.

H

Handbook X-118: Has been replaced by Operating Manual for Qualification Standards for General Schedule Positions.

Handbook X-118C: Job Qualification System for Trade and Labor Occupations is the official qualification standards manual for FWS positions.

I

Inservice Placement: Promotion, reassignment, change to lower grade, transfer, reinstatement and restoration, based on an employee's current or former competitive service employment.

Inventory Announcement: An open continuous announcement covering positions at multiple grade levels at a variety of geographical locations.

J

Job Analysis: Identification of knowledge, skills and abilities (KSAs) required to accomplish each major job requirement and the quality level and amount of the KSAs needed. Job analyses deal with KSAs that are measurable, that can be documented, and that produce meaningful differences between candidates.

Job Description: Also called position description; an official written statement of the major duties, responsibilities, knowledge and supervisory relationships of a position.

Journeyman Level: The first level of a career ladder position at which an employee has learned the full range of duties in a specific occupation; first performance level.

K

Known Promotion Potential (KPP): The process of staffing a position below the full performance level from which an employee may be promoted without further competition.

KSA'S: Knowledge, Skills and Abilities applied directly to the performance of a function/job.

L

Line of Progression: The pattern of upward movement from one grade to another for a position or group of positions in the activity.

M

Merit Staffing Program: Formal program established for the identification, qualification evaluation, and selection of candidates.

N

Noncompetitive Action: An action that occurs without competing with others, such as reinstatement, transfer, reassignment, and demotion.

O

Official Personnel Folder (OPF): Contains the official employment records and documents affecting personnel actions during an employee's Federal civilian service.

One-Grade interval series: A clerical, technical or other occupation series in which a GS employee progresses from one grade to the next (GS-5 to 6, GS-6 to 7 etc.).

Operating Manual for Qualification Standards For General Schedule Positions: Contains qualifications standards that have been established by the U.S. Office of Personnel Management (OPM) for general schedule (GS) positions in the federal government. It is used to determine whether applicants meet minimum requirements for the positions being filled.

P

Promotion: A change of an employee to a higher grade when both the old and new position are under the same job classification system and pay schedule or to a position with a higher pay in a different job classification system and pay schedule.

Position Description: See "Job Description."

Q

Qualification Requirement: Education, experience and other qualifying factors for employment or placement in a position.

Qualified: Applicants for a merit promotion action who rank below best qualified.

Qualifications Standards: Guidelines that provide the necessary basic eligibility qualification requirements for a particular occupation or a group of occupations. They specify the minimum level and amount of experience required and may allow education to be substituted for experience. Other terms used are Quals or Qual Standards.

Qualifying Experience: Experience which is directly related to the position being filled and meets the minimum level and amount of experience required.

Quality Ranking Factor: KSA's which could be expected to significantly enhance performance in a position. Employees/applicants who meet the ranking factors may be ranked above those who do not, but no one may be rated ineligible solely for failure to meet a ranking factor.

R

Reassignment: The placement of an employee from one position to another without demotion or promotion. Sometimes referred to as a lateral movement.

S

Selective Certification: Certifying only names of eligibles that have special qualifications required to fill the specific vacant position.

Selective Certification Factor: The knowledge, skills, abilities or special qualifications that are in addition to the minimum requirements in a qualification standard, but are determined to be essential to perform the duties and responsibilities of a particular position. Applicants who do not meet a selective factor are ineligible for further consideration.

Series or Occupational Series: Positions similar as to specialized work and qualification requirements. Series are designated by a title and number such as the Accounting Series, GS-0510; the Secretary Series, GS-0318; and the Electrician Series, WG-2805.

Specialized Experience: Experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and is typically in or related to the work of the position to be filled.

T

Temporary Promotion: Temporary assignment of an employee to a higher graded position for a specified period of time, with the employee returning to his/her permanent position upon the expiration of the temporary action.

Time-in-Grade: Mandatory time period between promotions in the General Schedule pay plan.

Two-Grade Interval Series: GS series that progress by two-grade increments starting from GS-5 through GS-11. GS-11 through GS-15 grade levels follow a one-grade interval pattern. Two-grade interval series include professional and administrative occupations.

Transfer: A reassignment, change to lower grade or promotion to a position in another agency.

U

Upward Mobility: A systematic career development requiring competitive selection in positions that provide experience and training leading to future assignment in other more responsible positions.

V

Voluntary Change to Lower Grade: Willing/unforced reduction of an employee's grade. It occurs when an employee chooses and voluntarily accepts a reduction in grade (i.e. to change careers).

W

Wage Employee: Employees in trades, crafts or labor occupations covered by the Federal Wage System (blue collar).

Wage Grade System (WG): See definition for Federal Wage System.

Well-Qualified: See definition for Best Qualified.

White-Collar Position. A clerical, technical, administrative, professional and other position covered under the General Schedule. GS position is the preferred term.

APPENDIX G

POTENTIAL CAREER PATH ILLUSTRATION FOR MACHINIST

The following illustration is provided to show potential job progression opportunities available for employees in the machinist career path at the Norfolk Naval Shipyard. Not all possibilities are shown. This illustration shows potential movement within and between career paths. It includes WG and GS positions in pay rate and grade level order. You do not have to follow the exact order in moving to higher grade level positions. In fact no one would typically hold most of these positions in his/her progression upward. This illustration does not clearly reflect movement to a different career path by change-to-lower grade or reassignment options. However, these options may be available in many instances and lead to better opportunities or other positions that have know promotion potential. Many of the other shipbuilding/ship repair trades have similar paths. Once an employee moves into a GS career path, he/she is limited in the number of GS grades to which eligible for promotion in a one (1) year period of time.

REVIEW LAST STATEMENT CAREFULLY!

APPENDIX G

POTENTIAL CAREER PATH ILLUSTRATION FOR MACHINIST

Project Superintendent, GS-1601-15

Deputy Project Superintendent, GS-1601-14 Shipyard Production Superintendent, GS-1601-14
Project Superintendent, GS-1601-14

Nuclear Shipbuilding Inspector General Foreman/Supervisor II, WS-4701-18

Assistant Project Superintendent, GS-1601-13
Mechanical Shop Refueling Manager, GS-1601-13
Deputy Shipyard Production Superintendent, GS-1601-13

Deputy Project Superintendent, GS-1601-13
Supervisory Engineering Technician, GS-0802-13
Supervisory Production Controller (Ships), GS-1152-13

Engineering Technician, GS-0802-12
Mechanical Shop Nuclear Production Manager, GS-1601-12
Mechanical Shop Process Manager, GS-1601-12
Operations and Process Manager, GS-1601-12
Mechanical Project Zone Manager, GS-1601-12
Nuclear Mechanical Project Zone Manager, GS-1601-12

Mechanical Component RRC Manager, GS-1601-12
Mechanical Shop Production Manager, GS-1601-12
Mechanical Shop Resource Manager, GS-1601-12
Production Controller (Ships), GS-1152-12
Mechanical Shop Nuclear Manager, GS-1601-12

Ships Nuclear Fluid Mechanical Systems Inspector Supervisor I, WS-4701-14
Toolmaker Foreman/Supervisor, WS-3416-13
Ships Systems Inspector Foreman/Supervisor I, WS-4701-12

Engineering Technician, GS-0802-11
Manufacturing Information Specialist, GS-0301-11
Mechanical Project Zone Manager, GS-1601-11
Nuclear Mechanical Project Zone Manager, GS-1601-11
Production Controller (Ships), GS-1152-11
RRC Pump Repair Manager, GS-1601-11
Voyage Repair/Tiger Team Manager, GS-1601-11

Inside Shop Production Specialist, GS-1101-11
Mechanical Engineering Technician, GS-0802-11
Mechanical Project Zone Manager, GS-1601-11
Planning/Budget Manager, GS-1601-11
Quality Assurance Specialist (Shipbldg), GS-1910-11
Training Instructor, GS-1712-11

Production Shop Planner (Toolmaker), WD-3416-09
Machinist Foreman/Supervisor I, WS-3414-10
Nuclear Mechanical Systems Inspector (Ships) Leader, WL-4701-14

Engineering Technician, GS-0802-10

Mechanical Engineering Technician, GS-0802-10

Ships Mechanical & Piping Systems Inspector Leader, WL-5301-13 Toolmaker Leader, WL-3416-13

Production Shop Planner (Machinist), WD-3414-06
Nuclear Mechanical Systems Inspector (Ships), WG-4701-15
Die Sinker, WG-3428-14

Engineering Technician, GS-0802-09 (KPP)
Mechanical Engineering Technician, GS-0802-09 (KPP)
Manufacturing Information Specialist, GS-0301-09

Training Instructor, GS-1712-09 (KPP)
Quality Assurance Specialist (Shipbldg), GS-1910-09
Production Controller (Ships), GS-1152-09

Ships Mechanical & Piping Systems Inspector, WG-5301-13

Toolmaker, WG-3416-13

Machinist Leader, WL-3414-10
Machinist, WG-3414-11
Machinist, WG-3414-10

Quality Assurance Specialist (Shipbldg), GS-1910-07 (KPP)

Training Instructor, GS-1712-07 (KPP)

Machine Tool Operator, WG-3414-08

APPENDIX H

CAREER PATHS INDEX

| FEDERAL WAGE JOBS | <u>Page No.</u> |
|---|------------------------|
| Air Conditioning Equipment Mechanic..... | 3 |
| Air Conditioning Equipment Mechanic Foreman/Supervisor I..... | 3 |
| Air Conditioning Equipment Mechanic Leader..... | 3 |
| Boatbuilder..... | 5 |
| Boatbuilder Leader..... | 5 |
| Boilermaker..... | 7 |
| Boilermaker Foreman/Supervisor I..... | 7 |
| Boilermaker Leader | 7 |
| Boilermaking Worker..... | 7 |
| Crane Operator..... | 9 |
| Crane Operator Foreman/Supervisor I..... | 9 |
| Crane Operator Leader..... | 9 |
| Die Sinker..... | 33, 142 |
| Electrical Worker | 11 |
| Electrician | 11 |
| Electrician Foreman/Supervisor I | 11 |
| Electrician Leader | 11 |
| Electronic Industrial Controls Mechanic | 13 |
| Electronic Industrial Controls Mechanic Leader | 13 |
| Electronic Industrial Controls Mechanic Foreman/Supervisor I | 13 |
| Electronic Integrated Systems Mechanic..... | 17 |
| Electronic Integrated Systems Mechanic Leader..... | 17 |
| Electronic Measurement Equipment Mechanic | 15 |
| Electronic Measurement Equipment Mechanic Foreman/Supervisor I..... | 15 |
| Electronic Measurement Equipment Mechanic Leader..... | 15 |
| Electronics Mechanic..... | 17 |
| Electronics Mechanic Foreman/Supervisor I..... | 17 |
| Electronics Mechanic Leader..... | 17 |
| Electronics Worker..... | 17 |
| Engine & Pump Operator..... | 19 |
| Engine & Pump Operator Leader | 19 |
| Engine & Pump Operator Foreman/Supervisor I..... | 19 |
| Fabric Worker | 21 |
| Fabric Worker Foreman/Supervisor I | 21 |
| Fabric Worker Leader | 21 |
| Flange Turner..... | 39 |
| Flange Turner Leader..... | 39 |
| General Equipment Inspector | 37 |

| <u>Job Title</u> | <u>Page No.</u> |
|--|---|
| Heavy Mobile Equipment Mechanic | 23 |
| Heavy Mobile Equipment Mechanic Foreman/Supervisor I | 23 |
| Heavy Mobile Equipment Mechanic Leader | 23 |
| Heavy Mobile Equipment Repairer | 23 |
| High Voltage Electrician | 25 |
| High Voltage Electrician Leader | 25 |
| Industrial Equipment Mechanic | 27 |
| Industrial Equipment Mechanic Foreman/Supervisor I..... | 27 |
| Industrial Equipment Mechanic Leader..... | 27 |
| Instrument Mechanic | 29 |
| Instrument Mechanic Foreman/Supervisor I | 29 |
| Instrument Mechanic Leader | 29 |
| Insulator | 31 |
| Insulator Foreman/Supervisor I | 31 |
| Insulator Leader | 31 |
| Insulator Worker | 31 |
| Lofter..... | 53 |
| Lofter Leader | 53 |
| Machine Tool Operator..... | 33, 142 |
| Machinist..... | 33, 142 |
| Machinist Foreman/Supervisor I..... | 33, 142 |
| Machinist Leader..... | 33, 142 |
| Machinist (N/C Programming) | 33 |
| Marine Machinery Mechanic | 35 |
| Marine Machinery Mechanic Foreman/Supervisor I..... | 35 |
| Marine Machinery Mechanic Leader..... | 35 |
| Marine Machinery Repairer..... | 35 |
| Materials Handler..... | 37 |
| Materials Handler Leader | 37 |
| Metal Forger..... | 39 |
| Metal Forger Leader | 39 |
| Metal Forger Foreman/Supervisor I..... | 39 |
| Metals Inspector..... | 41 |
| Metals Inspector Foreman/Supervisor I..... | 41 |
| Metals Inspector General Foreman/Supervisor II..... | 41 |
| Metals Inspector Leader..... | 41 |
| Nuclear Electrical Systems Inspector (Ships)..... | 11, 17 |
| Nuclear Electrical Systems Inspector (Ships) Leader..... | 11, 17 |
| Nuclear Mechanical Systems Inspector (Ships)..... | 3, 7, 33, 35, 41, 45, 47, 51, 53, 59, 142 |
| Nuclear Mechanical Systems Inspector (Ships) Leader..... | 3, 7, 33, 35, 41, 45, 47, 51, 53, 59, 142 |

| <u>Job Title</u> | <u>Page No.</u> |
|--|--|
| Nuclear Shipbuilding Inspector General Foreman/Supervisor II..... | 3, 7, 11, 17, 33, 35, 41, 45, 51, 53, 59, 142 |
| Painter | 43 |
| Painter Foreman/Supervisor I | 43 |
| Painter Leader | 43 |
| Painting Worker | 43 |
| Pipefitter..... | 45 |
| Pipefitter Foreman/Supervisor I..... | 45 |
| Pipefitter Leader..... | 45 |
| Pipefitting Worker..... | 45 |
| Production Shop Planner (Air Conditioning Equipment Mechanic) | 3 |
| Production Shop Planner (Boatbuilder) | 5 |
| Production Shop Planner (Boilermaker)..... | 7 |
| Production Shop Planner (Electrician)..... | 11 |
| Production Shop Planner (Electronic Industrial Controls Mechanic)..... | 13 |
| Production Shop Planner (Electronics Mechanic) | 17 |
| Production Shop Planner (Fabric Worker)..... | 21 |
| Production Shop Planner (Insulator)..... | 31 |
| Production Shop Planner (Machinist)..... | 33, 142 |
| Production Shop Planner (Marine Machinery Mechanic)..... | 35 |
| Production Shop Planner (Metal Forger) | 39 |
| Production Shop Planner (Painter)..... | 43 |
| Production Shop Planner (Pipefitter) | 45 |
| Production Shop Planner (Sheet Metal Mechanic)..... | 51 |
| Production Shop Planner (Shipfitter)..... | 53 |
| Production Shop Planner (Shipwright) | 55 |
| Production Shop Planner (Toolmaker)..... | 33, 142 |
| Production Shop Planner (Welder) | 59 |
| Production Shop Planner (Wood Crafter)..... | 61 |
| Rigger..... | 47 |
| Rigger Foreman/Supervisor I..... | 47 |
| Rigger Leader..... | 47 |
| Rigging Worker..... | 47 |
| Sandblaster | 49 |
| Sandblaster Leader..... | 49 |
| Sheet Metal Mechanic..... | 51 |
| Sheet Metal Mechanic Foreman/Supervisor I..... | 51 |
| Sheet Metal Mechanic Leader | 51 |
| Sheet Metal Worker | 51 |
| Shipfitter | 53 |
| Shipfitter Foreman/Supervisor I | 53 |

| <u>Job Title</u> | <u>Page No.</u> |
|--|---|
| Shipfitter Leader | 53 |
| Shipfitting Worker..... | 53 |
| Ships Electrical Systems Inspector..... | 11, 17 |
| Ships Electrical Systems Inspector Leader..... | 11, 17 |
| Ships Mechanical & Piping Systems Inspector..... | 3, 33, 35, 45, 142 |
| Ships Mechanical & Piping Systems Inspector Leader..... | 3, 33, 35, 45, 142 |
| Ships Nuclear Electrical/Electronics Systems Inspector Foreman/Supervisor I..... | 11, 17 |
| Ships Nuclear Fluid Mechanical Systems Inspector Foreman/Supervisor I..... | 3, 7, 35, 41, 45, 47, 51, 53, 59, 142 |
| Ships Structural Repair Inspector..... | 7, 41, 51, 53, 59 |
| Ships Structural Repair Inspector Leader | 7, 41, 51, 53, 59 |
| Ships Systems Inspector Foreman/Supervisor I..... | 3, 7, 11, 17, 33, 35, 41, 45, 51, 53, 59, 142 |
| Shipwright..... | 55 |
| Shipwright Foreman/Supervisor I..... | 55 |
| Shipwright Leader..... | 55 |
| Shipwright Worker..... | 55 |
| Temporary Service Shops Foreman/Supervisor I..... | 3, 11, 25, 45, 51 |
| Toolroom Mechanic..... | 57 |
| Toolroom Mechanic Foreman/Supervisor I..... | 57 |
| Toolroom Mechanic Leader..... | 57 |
| Toolmaker..... | 33, 142 |
| Toolmaker Foreman/Supervisor I..... | 33, 142 |
| Toolmaker Leader..... | 33, 142 |
| Upholsterer..... | 21 |
| Welder..... | 59 |
| Welder Foreman/Supervisor I..... | 59 |
| Welder Leader..... | 59 |
| Wood Crafter..... | 61 |
| Wood Crafter Foreman/Supervisor I..... | 61 |
| Wood Crafter Leader..... | 61 |
| Wood Worker (Blocker & Bracer) | 63 |
| Wood Worker Foreman/Supervisor I..... | 63 |

GENERAL SCHEDULE JOBS

| | |
|---|--------|
| Accountant | 67 |
| Accounting Technician..... | 69 |
| Administrative Officer..... | 71, 73 |
| Administrative Services Specialist..... | 71, 73 |
| Administrative Support Assistant..... | 71, 73 |
| Audiovisual Production Officer | 75 |
| Audiovisual Production Specialist | 75 |
| Budget Analyst..... | 77 |
| Budget Technician..... | 77 |

| <u>Job Title</u> | <u>Page No.</u> |
|--|-----------------|
| Chemist | 79 |
| Computer Assistant | 81 |
| Engineering Technician..... | 83, 142 |
| Civil Engineering Technician | |
| Electrical Engineering Technician | |
| Electronics Technician | |
| Industrial Engineering Technician | |
| Mechanical Engineering Technician | |
| Naval Architecture Technician | |
| Nuclear Engineering Technician | |
| Environmental Protection Assistant..... | 85 |
| Environmental Protection Specialist..... | 85 |
| Equipment Specialist..... | 87 |
| Financial Management Analyst..... | 77 |
| Financial Manager | 67, 77 |
| Financial Technician | 77 |
| Financial Program Analyst..... | 77 |
| General Facilities & Equipment..... | 89, 142 |
| Assistant Production Department Refueling Manager | |
| Assistant Project Superintendent | |
| Crane Maintenance Manager | |
| Crane Operations Branch Manager | |
| Crane/Rigging Shop Nuclear Manager | |
| Crane Rigging Shop Resource Manager | |
| Crane/Rigging Operations Coordinator (Accident Prevention) | |
| Deputy Project Superintendent | |
| Deputy Shipyard Production Superintendent | |
| Diesel Systems Regional Repair Center Manager | |
| Diving Operations Manager | |
| Diving Support Manager | |
| Docking Manager | |
| Electric Motor Regional Repair Center Manager | |
| Electrical/Electronics Nuclear Troubleshooting Manager | |
| Electrical/Electronics Project Zone Manager | |
| Electrical/Electronics Shop Process Manager | |
| Electrical/Electronics Shop Production Manager | |
| Electrical/Electronics Shop Resource Manager | |
| Emergency Planning Manager | |
| Inspection Branch Manager | |
| Lead/Shielding Process Shop Manager | |
| Lifting and Handling Deputy Director | |
| Maintenance Zone Manager | |

Job Title

Page No.

Mechanical Component Regional Repair Center Manager
Mechanical Project Zone Manager
Mechanical Shop Nuclear Manager
Mechanical Shop Nuclear Production Manager
Mechanical Shop Process Manager
Mechanical Shop Production Manager
Mechanical Shop Refueling Manager
Mechanical Shop Resource Manager
Nuclear Director
Nuclear Electrical/Electronics Project Zone Manager
Nuclear Mechanical Project Zone Manager
Nuclear Piping Project Zone Manager
Nuclear Production Manager
Nuclear Regional Maintenance Manager
Nuclear Structural Project Zone Manager
Nuclear Services Project Zone Manager
Operations and Process Manager
Operations Execution Manager
Operations Manager
Operations Quality Manager
Pipe Shop Process Manager
Pipe Shop Production Manager
Pipe Shop Resource Manager
Piping Project Zone Manager
Planning/Budget Manager
Process Improvement Manager
Process Improvement Program Manager
Processes/Planning Manager
Production Department Refueling Manager
Project Superintendent
Refueling Manager
Resource Manager
Rigging and Equipment Operations Manager
Rigging Branch BAIM Manager
Rigging Branch Manager
Rigging Facility Manager
RCC Pump Repair Manager
Service Shop Nuclear Manager
Service Shop Nuclear Production Manager
Service Shop Process Manager
Service Shop Production Manager
Service Shop Refueling Manager
Service Shop Resource Manager

Job Title

Page No.

| | |
|--|----------|
| Services Project Zone Manager | |
| Shipyards Production Superintendent | |
| SPCC Repairables Manager | |
| Structural Project Zone Manager | |
| Structural Shop BAIM Manager | |
| Structural Shop Nuclear Manager | |
| Structural Shop Nuclear Production Manager | |
| Structural Shop Process Manager | |
| Structural Shop Production Manager | |
| Structural Shop Resource Manager | |
| Voyage Repair/Tiger Team Manager | |
| Weight Handling Equipment Operations Process Manager | |
| General Supply Specialist | 115 |
| Health Physicist | 91 |
| Information Technology Specialist | 81 |
| Lead Accounting Technician..... | 69 |
| Lead Audiovisual Production Specialist..... | 75 |
| Lead Financial Technician | 77 |
| Lead Logistics Management Specialist..... | 95 |
| Lead Office Resources Assistant | 71, 73 |
| Library Technician..... | 93 |
| Logistics Management Specialist | 95 |
| Management & Program Analyst..... | 97 |
| Management Analysis Officer | 97 |
| Management Analyst | 71, 97 |
| Management Assistant | 71, 97 |
| Manager/Superintendent | 89,142 |
| Office Resources Assistant | 73 |
| Office Resources Clerk..... | 73 |
| Physical Science Technician | 99 |
| Physical Science Technician (Instructor) | 99 |
| Physical Security Specialist | 113 |
| Production Controller..... | 101 |
| Production Controller (Ships)..... | 101, 142 |
| Professional Engineer | 103 |
| Electrical Engineer | |
| Electronics Engineer | |
| Environmental Engineer | |
| General Engineer | |
| Lead General Engineer | |
| Industrial Engineer | |
| Materials Engineer | |
| Mechanical Engineer | |

| <u>Job Title</u> | <u>Page No.</u> |
|---|-----------------|
| Naval Architect | |
| Naval Shipyard Nuclear Engineer Manager | |
| Nuclear Engineer | |
| Nuclear Engineer (PE) | |
| Safety Engineer | |
| Structural Engineer | |
| Student Engineer (Electrical, Mechanical & Nuclear) | |
| Welding Engineer | |
| Program Analysis Officer | 97 |
| Program Analyst..... | 97 |
| Public Affairs Assistant..... | 105 |
| Public Affairs Specialist..... | 105 |
| Quality Assurance Specialist..... | 107 |
| Quality Assurance Specialist (Shipbldg) | 107, 142 |
| Radioactive Material Specialist | 115 |
| Safety & Occupational Health Manager..... | 109 |
| Safety & Occupational Health Specialist..... | 109 |
| Safety Assistant..... | 109 |
| Safety Clerk | 109 |
| Secretary..... | 111 |
| Security Assistant..... | 113 |
| Security Specialist..... | 113 |
| Staff Accountant..... | 67 |
| Superintendent/Manager | 89, 142 |
| Supervisory Accountant | 67 |
| Supervisory Accounting Technician | 69 |
| Supervisory Administrative Services Specialist | 71, 73 |
| Supervisory Budget Analyst | 77 |
| Supervisory Chemist..... | 79 |
| Supervisory Information Technology Specialist..... | 81 |
| Supervisory Distribution Facilities Specialist..... | 115 |
| Supervisory Engineering Technician | 83, 142 |
| Supervisory Electronics Technician | |
| Supervisory Naval Architecture Technician | |
| Supervisory Nuclear Engineering Technician | |
| Supervisory Environmental Protection Assistant..... | 85 |
| Supervisory Environmental Protection Specialist | 85 |
| Supervisory Financial Management | 77 |
| Supervisory Financial Technician..... | 77 |
| Supervisory General Supply Specialist..... | 115 |
| Supervisory Health Physicist | 91 |
| Supervisory Logistics Management Specialist | 95 |
| Supervisory Management Analyst..... | 97 |

| <u>Job Title</u> | <u>Page No.</u> |
|--|-----------------|
| Supervisory Personnel Security Specialist..... | 113 |
| Supervisory Physical Science Technician..... | 99 |
| Supervisory Production Controller (Ships)..... | 101, 142 |
| Supervisory Professional Engineer..... | 103 |
| Supervisory Electrical Engineer | |
| Supervisory Electronic Engineer | |
| Supervisory Environmental Engineer | |
| Supervisory General Engineer | |
| Supervisory Industrial Engineer | |
| Supervisory Mechanical Engineer | |
| Supervisory Naval Architect | |
| Supervisory Naval Architect (Arrangements) | |
| Supervisory Naval Architect (Stability) | |
| Supervisory Nuclear Engineer | |
| Supervisory Quality Assurance Engineer | |
| Supervisory Welding Engineer | |
| Supervisory Program Analyst..... | 97 |
| Supervisory Public Affairs Specialist..... | 105 |
| Supervisory Radioactive Material Specialist..... | 115 |
| Supervisory Quality Assurance Specialist..... | 107 |
| Supervisory Quality Assurance Specialist (Shipbldg)..... | 107 |
| Supervisory Security Specialist..... | 113 |
| Supervisory Staff Accountant..... | 67 |
| Supervisory Supply Systems Analyst..... | 115 |
| Supervisory Supply Technician..... | 115 |
| Supervisory Training Specialist..... | 117 |
| Supply Management Officer..... | 115 |
| Supply Systems Analyst..... | 115 |
| Supply Technician..... | 115 |
| Training Administrator..... | 117 |
| Training Instructor..... | 117, 142 |
| Training Specialist..... | 117 |
| Training Technician..... | 117 |

